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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## NOTICE

### REGULAR MEETINGS

### THE

### BOARD OF TRUSTEES

### SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

**LOCATION:** LIBRARY CONFERENCE ROOM – RM202  
JOHN ADAMS CAMPUS  
1860 HAYES STREET, SAN FRANCISCO

**DATE:** **THURSDAY, APRIL 25, 2002**

**TIME:** **5:00 PM**

This meeting is normally devoted to Closed Session Topics.

**LOCATION:** AUDITORIUM  
JOHN ADAMS CAMPUS  
1860 HAYES STREET, SAN FRANCISCO

**DATE:** **THURSDAY, APRIL 25, 2002**

**TIME:** **6:00 PM**

This meeting is normally devoted to Open Session Topics.

SPECIFIC TIMES SUBJECT TO CHANGE.  
Call 241-2234 for information.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5

The San Francisco Community College District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Persons who wish to request disability-related accommodations including sign-language interpreters should contact Linda R. Jackson, District ADA Coordinator, Office of Affirmative Action, 31 Gough Street, Room 16, San Francisco, CA, 94103, Phone: (415) 241-2281, Fax: (415) 241-2203. Please request accommodations no later than 12 working days prior to the date of the Board meeting in order to assure the best possible arrangements.

#### BOARD OF TRUSTEES

RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR

DOCUMENTS DEPT.

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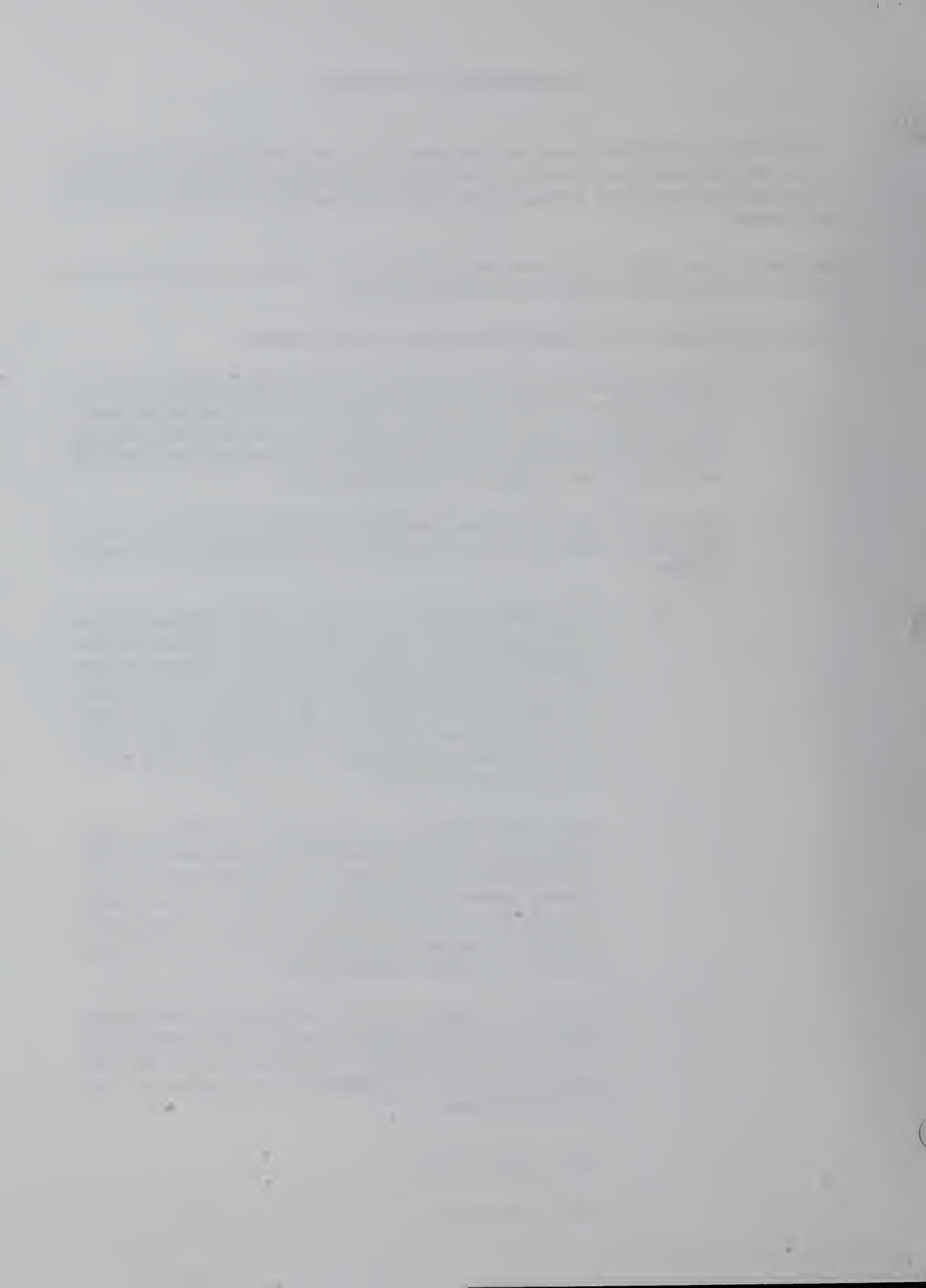
## TO MEMBERS OF THE PUBLIC

The Agenda page and accompanying resolutions have been prepared well in advance of the regularly scheduled meeting of the Board of Trustees of the San Francisco Community College District. Please note that Resolutions are subject to amendment and replacement.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

You should be aware of the following (Government Code § 54954.2):

1. Additional agenda items to be acted upon by the Board may be posted at 33 Gough street and in the lobby of Conlan Hall at the Phelan Campus at least 72 hours in advance of the regularly scheduled Board Meeting. Resolutions may also be available at the time of posting, but if not, such resolutions will be available at the Board Meeting.
2. Additional agenda items and resolutions, although not posted as in paragraph 1 above, may still be acted upon by the board at the regular meeting:
  - a) Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code § 54956.5. Emergency is defined as work stoppage or other activity which severely impairs public health, safety, or both as determined by a majority of the members of the Board, OR crippling disaster which severely impairs public health, safety or both, as determined by a majority vote of the members of the Board, OR
  - b) Upon a determination by a two-thirds vote of the members of the Board present at the meeting or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted 72 hours in advance of the Board Meeting, OR
  - c) The Item was posted 72 hours in advance of a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.





### **For Members of the Public:**

To facilitate the conduct of business at Board meetings, the following information has been taken from the District's Policy Manual concerning the conduct of Board Meetings.

### **From PM 1.05 A:**

The order of business may be revised at any meeting when, in the discretion of the President, such revision will benefit the public and/or order of the meeting.

### **From PM 1.05 L:**

L. Granting the Privilege of the Floor. A person desiring to speak shall be recognized by the Chair only after complying with the following procedures:

For matters appearing on the agenda, an individual desiring to address the Board must complete a "Request to Address Board" card, completing the information thereon including the subject to be addressed. If there is to be a written report presented, a copy(ies) shall be submitted in advance to the Chancellor.

Any person desiring to address the Board on non-agenda items must also complete the "Request to Address Board" card and will be recognized at the end of the agenda. Only items directly related to District business may be presented.

Cards for these purposes are available in the Office of the Chancellor and also at the Board meeting. Completed cards should be presented to the Board President prior to the beginning of the meeting. As a matter of courtesy, the Board encourages people to notify the Chancellor's Office in advance of the Board meeting of their intention to address the Board. Prior to calling for a vote on an item before the Board, the Presiding Officer shall determine if speaker cards have been submitted for that item. Persons who have submitted cards prior to the consideration of the item shall be called upon by the Presiding Officer. Persons who address the Board may address only the agenda item being considered and shall have up to three minutes for comments. Should another person who has submitted a request to speak card in advance of consideration of the item wish to forego speaking on that item, he or she may grant his or her speaking time to another speaker who has also submitted a request to speak card, but in no event shall any speaker have more than two allotments (totaling up to six minutes) of speaker time on any item. However, in order to facilitate the completion of District business, the Presiding Officer may also limit the total length of time allotted to the speakers on a given topic or agenda item which may reduce the individual speaker's time on that topic or item. Speaking too long, being unduly repetitious, or discussing irrelevancies disrupt the meeting, and may result in the forfeiture of speaking opportunities during that meeting.

The President of the Board reserves the right of determining the order of the speakers and changing the order of the agenda if it will be of benefit to the public and/or the order of the meeting.

Undue interruptions or other interference's with the orderly conduct of Board business cannot be allowed. Defamatory or abusive personal remarks, which disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of District business, are always out of order. However, the Board shall not prohibit public criticism of the policies, procedures, programs, or services of the District, or of the acts or omissions of the Board.

The President may terminate the speaker's privilege of address if after being called to order, he or she persists in improper conduct or remarks, or if the speaker fails to speak on the subject matter for which the privilege of the floor was granted.

No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against an employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on non-agenda items or unless otherwise required by law.

Comments or presentations made by members of the public to the Board do not necessarily reflect the opinion of the Board or of its individual members, nor does the Board necessarily endorse or sanction such comments or presentations. Persons who address the Board on matters of their choosing are solely responsible for the content of such comments or presentations.



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## AGENDA

### CLOSED SESSION

### BOARD OF TRUSTEES OF THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

#### JOHN ADAMS CAMPUS

1860 Hayes Street, room 202  
San Francisco  
THURSDAY, April 25, 2002  
5:00 P.M.

04-25-02A11:07 R090

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- I. OPEN SESSION  
Announcement of Closed Session Topics
- II. CLOSED SESSION
- A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS ( G.C. 54956.8)

Property :	324 Havelock Street San Francisco, Ca.
Agency Negotiator:	Peter Goldstein
Negotiating parties:	Eugene Moggia
Under Negotiation:	Price and terms of payment
Property :	106 Bartlett Street San Francisco, Ca.
Agency Negotiator:	Peter Goldstein
Negotiating parties:	Philip Smith of San Francisco Unified School District
Under Negotiation:	Price and terms of payment
- B. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION  
(G.C. 54956.9)  
Significant exposure to litigation pursuant to Gov. Code 54956.9 (b) – 2 cases  
  
Initiation of litigation pursuant to Gov. Code 54956.9 ( c ) – 1 case
- C. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (G.C. 54957)

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DR. PHILIP R. DAY, JR., CHANCELLOR

D. CONFERENCE WITH LABOR NEGOTIATORS (G.C. 54957.6)

1. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale, and Charles Sakai

Employee Organizations: Service Employees International Union (SEIU) 790, American Federation of Teachers (AFT) 2121, Department Chairperson Council (DCC), and San Francisco Building and Construction Trade Council Unions (SFBCTCU)

2. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale, and Charles Sakai

Unrepresented Employees: Stationary Engineers, District Designated Managers, Employee Relations Manager, Supervisors, and Confidential Classifications.

III. OPEN SESSION

Disclosure of Board actions from Closed Session, pursuant to Government Code 54957.1

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.



**Regular Meeting of the  
Board of Trustees of the  
San Francisco Community College District**

**City College of San Francisco**

**JOHN ADAMS CAMPUS  
AUDITORIUM  
1860 HAYES STREET  
San Francisco**

**Thursday, April 25, 2002**

**Open Session - 6:00 p.m.**

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Minutes<sub>REV</sub> ✓  
Regular Meeting Minutes – March 21, 2002
- IV. Adoption of Resolutions Agenda
- V. Approval of Consent Agenda Items as Listed
- VI. Special Presentations
  - Recognition of Award Winning Programs and Individuals – Frances Lee
- VII. Monthly Financial Report – James Kendrix & Peter Goldstein
- VIII. Action on Other Resolutions Agenda Items
- IX. Report from Constituent Groups
  - Academic Senate - Ophelia Clark, President
  - Associated Students - Rick Cantora, President
  - Classified Senate - Alice Munoz-Shvarts, President
- X. Board of Trustees' Report

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\*c - It is recommended that all resolution agenda items identified with letter \*  
c in the right hand column are eligible for consideration as Consent agenda  
items.



- XI. Chancellor and Staff Reports
- XII. Closed Session Announcements - Legal Counsel Ronald Lee
- XIII. Requests to Speak
- XIV. Adjournment

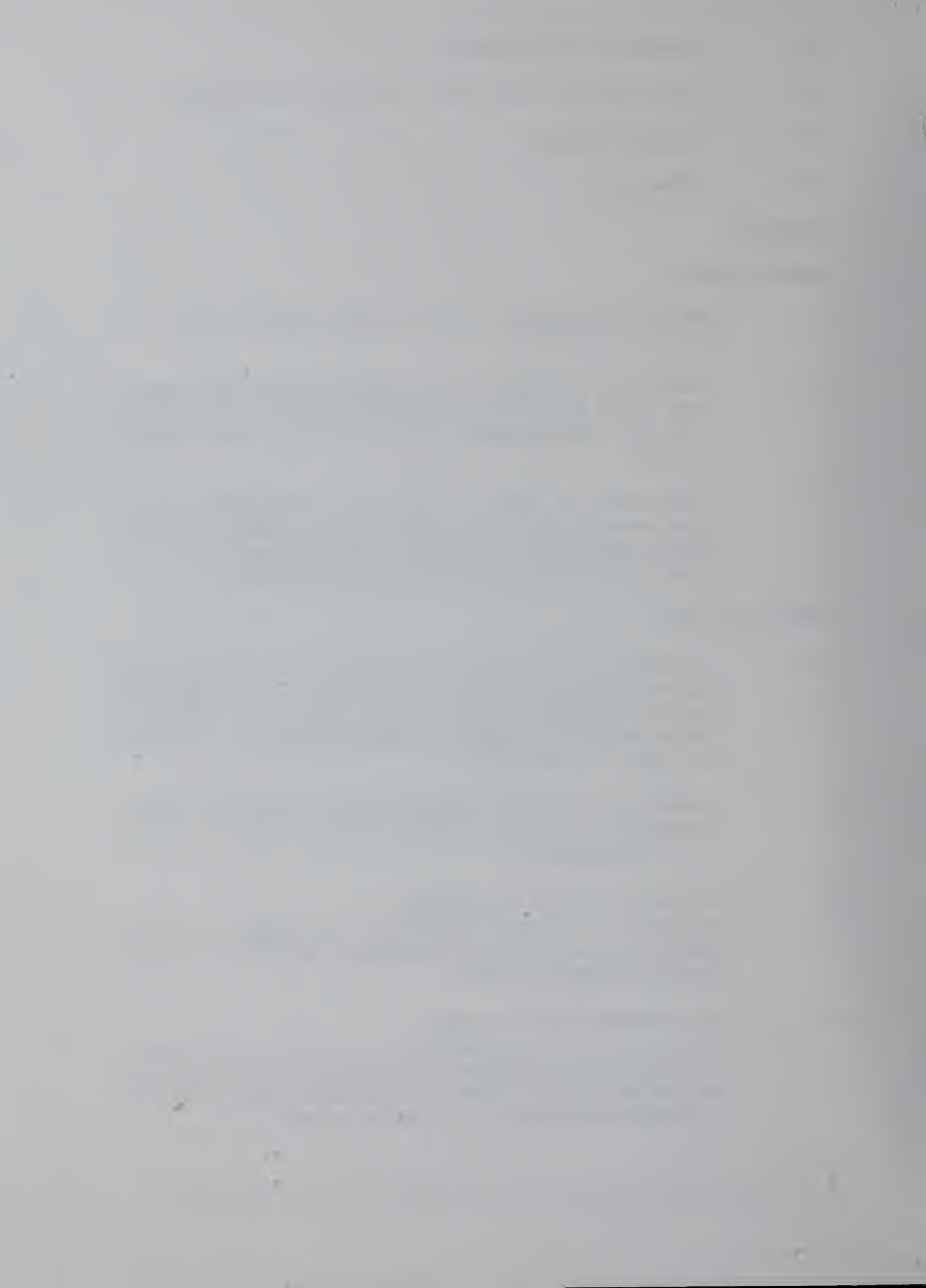
## **FINANCE**

### **GENERAL FUND**

- B1 - Adoption of Nonresident Tuition Fee Rate in Grades 13 and 14 for the fiscal year 2002-03
- B2 - Authorization is hereby given to extend contract with Vavrinek, Trine, Day & Co., LLP to provide the District's FY 2002 Annual Audit and auditing related services at a cost not to exceed \$120,000
- B3 - Authorization be given to enter into instructional service agreements with YCD and VVJET on an as needed basis for a period of three years, effective May 1, 2002 until April 31, 2005, not to exceed \$64,000 per year, based upon available funds

### **CAPITAL OUTLAY**

- B4 - Authorization be hereby given to contract with The Foundation for California Community Colleges for Facilities Condition Analysis and Assessment (FCAA) System Design, Development, Testing & Deployment, to be completed on or before December 31, 2002, at a cost of not to exceed \$75,000
- B5 - Adoption of a summation of the District's proposed Five-Year Construction Plan to be submitted to the State Chancellor's Office for review and approval.
- B6 - Authorization for NINE ( 9 ) Contract Modification(s) totaling \$294,251.33 for Special Services Contract(s) and Construction Contract(s), and one (1) Special Services Contract Amendment \*c
- B7 - Authorization be given to contract with \_\_\_\_\_, a certified \_\_\_\_\_, for special services and advice to provide the District with architectural and engineering services, for the Project: District Facilities Master Plan Architectural & Engineering Consultant at a cost not to exceed \$\_\_\_\_\_, \*c





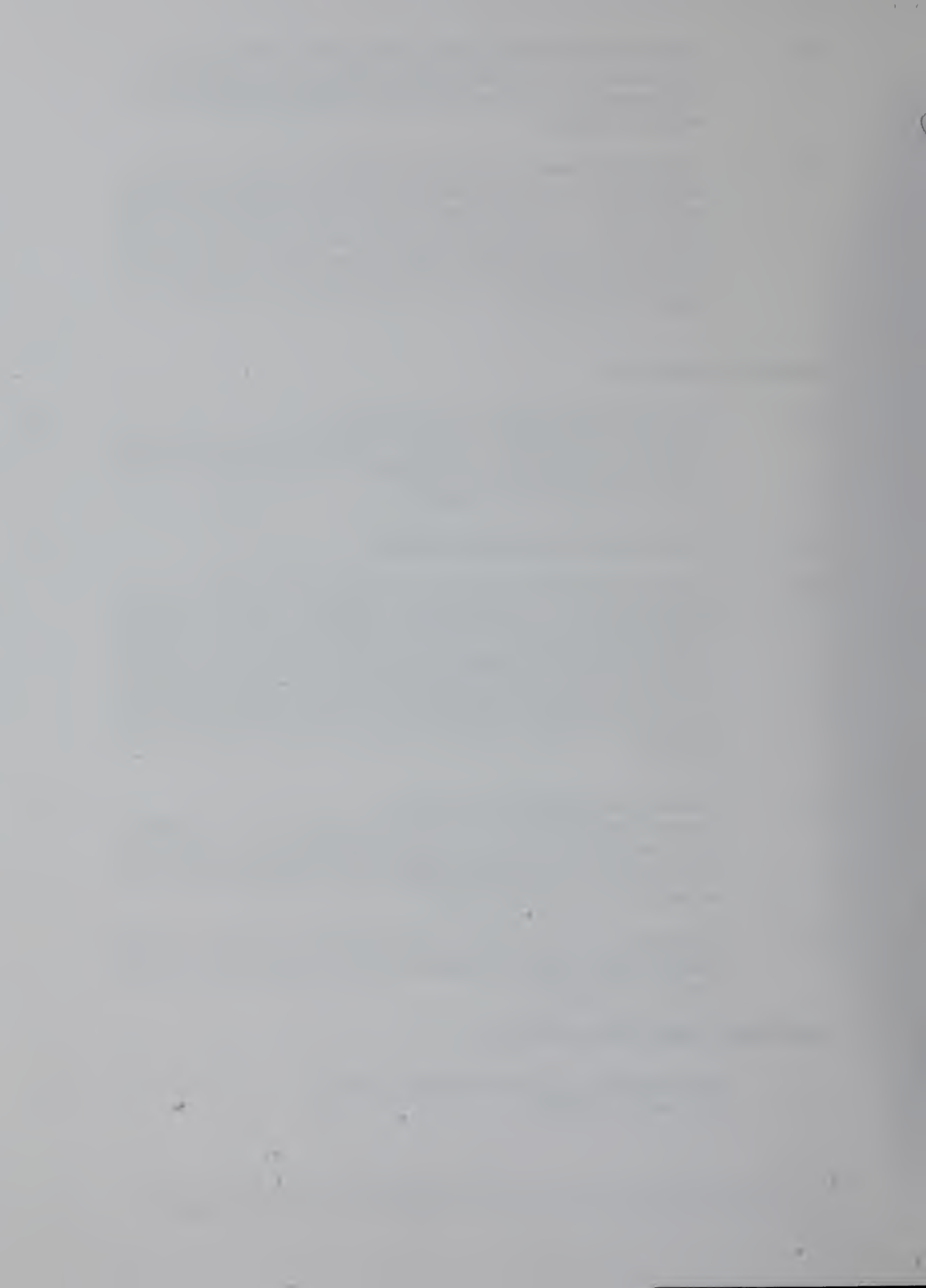
- B8 - Authorization be hereby given to contract with 3D/International Corporation for a Facilities Condition Analysis and Assessment, to be completed on or before November 30, 2002, at a cost of not to exceed \$140,000
- B9 - Authorization hereby be given to contract with Page & Turnbull, a certified Local Business Enterprise, for continuing special services and advice to provide the District with complete historic preservation architectural services, for the Project: New Campus for Chinatown/North Beach, including the Historic Preservation of the Colombo Building at a cost of \$16,090 to be completed on or before June 30, 2002

## GRANTS/ CONTRACTS

- B10 - Authorization be hereby given to the District to apply for and accept the amount of \$99,900 from the Alameda Children and Families Commission for enhancement of the Alameda County Mentor Program \*c
- B11 - Authorization to modify existing Grants \*c
- B12 - Authorization hereby be given to contract with Futton, Inc. for coordinating the Transfer/Degree Program between Zhejiang University City College of China and City College of San Francisco. CCSF will provide the instruction in China with Futton, Inc. paying all CCSF's training cost. No general fund nor public fund will be or can be expended on this program. The term of this agreement is from June 1, 2002 to June 30, 2004, for a total not to exceed \$869,610
- B13 - Authorization be given to develop new service contracts for the following consultants: 1) Thomas Camerato for an amount not to exceed \$17,480; 2) Nora Hanna for an amount not to exceed \$13,500; and, 3) Gregg Waldau for an amount not to exceed \$11,330 \*c
- B14 - Authorization is hereby given for approval to contract with the Rsmart Group, Inc., for \$625,000 for the period May 1, 2002 through April 30, 2003

## EQUIPMENT, SUPPLIES & SERVICES

- C1 - Procurement of equipment, supplies, services etc., less than \$3,000 \*c



C2 - Procurement of equipment, supplies, services, etc., \$3,000 or more \*c

C4 - Disposal of Personal Property with Insufficient Sales Value \*c

### **HUMAN RESOURCES**

G1-9 - Academic Employees, Credit Program, District Funded \*c

H1 - Academic Employees, Credit Program, Categorically Funded \*c

L1 - Amending employment contract for the purpose of (a) purchasing tax sheltered annuities, (b) contributing to tax sheltered custodial accounts, for those employees requesting such purchases or contributions, and (c) termination of the amendment to employment contract \*c

### **SPECIAL**

S1 - District's 2002-2003 Legislative and Budgetary Priorities

S2 - Development of the System's 2003-2004 Budget Package.

S3 - Supporting the City's \$250 Million Affordable Housing Bond Proposal, 2002, entitled "Homes for the City"

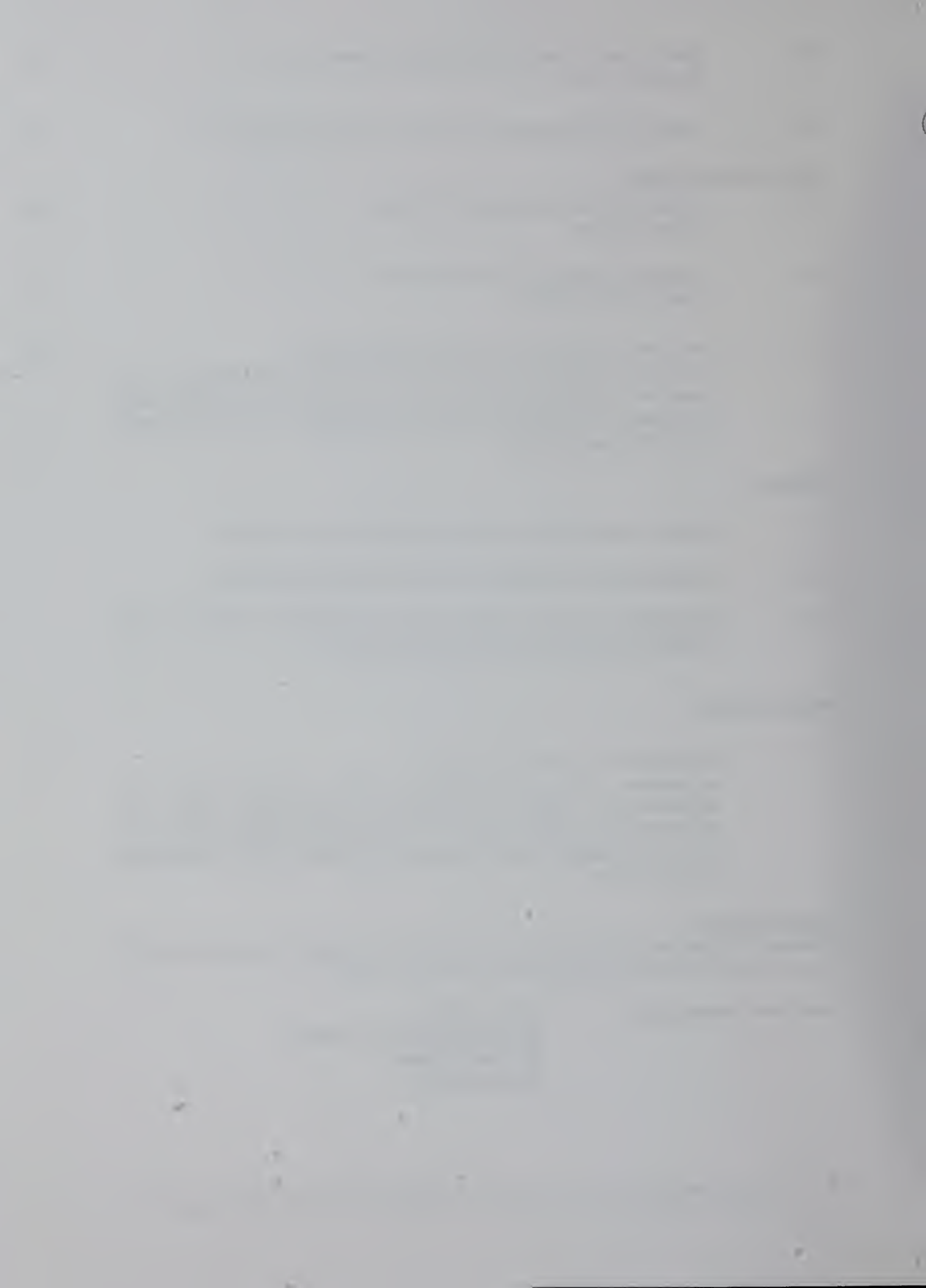
### **REAL ESTATE**

W1 - Authorization to enter into a lease agreement with San Francisco Unified School District, for approximately 30,000 square feet at 106 Bartlett Street and approximately 30,000 square feet at 940 Filbert Street, along with the use of multiple other sites beginning July 1, 2001 and ending June 30, 2004. \*c

### **Information only**

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

**Next Board Meeting Date: May 30, 2002  
GOUGH STREET CAMPUS  
33 Gough Street  
San Francisco**







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 25, 2002

**B1**

**TO:** Board of Trustees

**FROM:** Philip R. Day, Jr., Chancellor

**Subject: GENERAL FUND**

**Adoption of Nonresident Tuition Fee Rate in Grades 13  
and 14 for the Fiscal Year 2002-03  
(Resolution No. 020425-B1)**

## BACKGROUND INFORMATION:

The California Education Code, beginning with Section 76140, sets forth the relevant law as it relates to nonresident tuition fees rates in grades 13 and 14 . It distinguishes between nonresident students who are U.S. Citizens (out-of-state) and nonresident students who are citizens of a foreign country (out-of-country) and establishes criteria used for the setting of tuition fee rates.

For the fiscal year 2001-2002 the rate adopted by SFCCD was:

\$130.00 per semester unit for U.S. Citizens (out-of-state)

\$136.00 per semester unit for non U.S. Citizens

The difference of \$6.00 per semester unit for out-of-country students is attributable to the "Capital Outlay Fee". The Capital Outlay Fee is calculated each fiscal based upon the prior fiscal year's expenditure for capital outlay. The fee is allowable on the basis that out-of-country students have contributed to the state's tax base which funds community colleges capital outlay costs, therefore, the California Education Codes allows for the Capital Outlay Fee assessment to out-of-country students.

It is recommended that the rates for fiscal year 2002-03 remain the same as in fiscal year 2001-02 and that other policies, rules, and regulations relating to exemptions, refunds, and economic hardship/victims of persecution or discrimination for fiscal year 2002-2001 remain the same as in fiscal year 2001-02.

04/25/02 – B1 page 1

## BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

## **RECOMMENDATION:**

### **RESOLVED: PART 1 - NONRESIDENT TUITION FEE**

Section 1 - That in accordance with California Education Code Sections 76140 and 76141, the out-of-state per semester unit fee rate of \$130 and out-of-country per semester unit fee rate of \$136 be adopted for non-resident students enrolled in grades 13 and 14 for the Fiscal Year 2001-02.

Section 2 - That no nonresident students will be exempt from the nonresident tuition fee except as otherwise provided in this resolution.

Section 3 - Paid nonresident tuition fees shall be refunded for coursework unit(s) officially withdrawn, dropped or reduced from a nonresident student's study list program in accordance with the following schedule for the Fall and Spring academic semesters:

- 100% Nonresident tuition refund for coursework unit(s) withdrawn, dropped or reduced prior to or during the first two calendar weeks of instruction.
- 50% Nonresident tuition refund for coursework unit(s) withdrawn, dropped or reduced during the third and fourth calendar weeks of instruction.
- 0% Nonresident tuition refund during and after the fifth calendar week of instruction.

Tuition refund requests must be received before or by the end of the fourth calendar week of instruction of each Fall or Spring Semester for units dropped in accordance with the prorated schedule.

That the refund schedule for short-term and Summer session courses will be as follows:

- 100% Nonresident tuition refund for coursework unit(s) withdrawn, dropped or reduced prior to or during the first calendar week of instruction.

- 50% Nonresident tuition refund for coursework unit(s) withdrawn, dropped or reduced during the second calendar week of instruction.
- 0% Nonresident tuition refund during and after the third calendar week of instruction.

Tuition refund requests must be received no later than the last day of final examinations for units dropped in accordance with the prorated schedule.

Section 4 - Any student who can demonstrate economic hardship or who is a victim of persecution or discrimination in the country in which the student is a citizen and resident is exempt from that part of the fee authorized by Education Code, Section 76141. Eligibility for an exemption under Section 76141 shall be determined by the Chancellor or the Chancellor's designee. For purposes of the fee described in Section 76141, 'economic hardship' means the financial circumstances of a person who is the recipient of benefits under the Aid to Families with Dependent Children Program, the Supplemental Income/State Supplemental Program (including federal programs that are substituted for the aforementioned programs) or a general assistance program.

## RESOLVED PART 2 - ACCOUNTING FOR FEES

Section 1 - That the nonresident tuition fees collected shall be deposited to, and checks for tuition refund be drawn against, a district commercial bank account of the Wells Fargo Bank.

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

James Kendrix, Originator

Resolution No. 020425-B1  
SFCCD  
NON-RESIDENT TUITION RATES  
1994-1995 THRU 2002-2003

	<u>U.S. CITIZEN</u>	<u>Non- U.S. Citizen</u>	<u>Capital Outlay</u>
<b>2002-2003</b>			
San Mateo	148	155	7
College of Marin	157	168	11
Contra Costa	138	153	15
San Francisco	130	136	6
<b>2001-2002</b>			
San Mateo	138	138	0
College of Marin	159	179	20
Contra Costa	136	150	14
San Francisco	130	136	6
<b>2000-2001</b>			
San Mateo	134	134	0
College of Marin	155	164	9
Contra Costa	134	148	14
San Francisco	130	136	6
<b>1999-2000</b>			
San Mateo	128	128	0
College of Marin	142	153	11
Peralta	138	160	22
San Francisco	130	136	6
<b>1998-1999</b>			
San Mateo	128	128	0
Contra Costa	125	129	4
Peralta	138	160	22
San Francisco	130	136	6
<b>1997-1998</b>			
San Mateo	126	126	0
Contra Costa	125	132	7
Peralta	135	157	22
San Francisco	130	136	6
<b>1996-1997</b>			
San Mateo	120	120	0
College of Marin	122	132	10
Peralta	122	122	0
San Francisco	130	136	6





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 25, 2002 **B2**

**TO:** Board of Trustees

**FROM:** Dr. Phillip R. Day, Jr., Chancellor

**SUBJECT: General Fund**  
**Authorization to extend contract with**  
**Vavrinek, Trine, Day & Co.,LLP to provide**  
**the District's FY 2002 annual audit and**  
**auditing related services at a cost not to**  
**exceed \$120,000**  
**(Resolution No. 020425-B2)**

## BACKGROUND AND INFORMATION:

On February 21, 2002 a Request for Proposals (RFP) for was distributed to twelve firms for auditing services covering fiscal year FY 2002, 2003, 2004, 2005 and an option for two one-year renewals.

Firms receiving the RFP were: Hood & Strong; Price Waterhouse Coopers; Vicenti, Llyod & Stuzman, LLP; Arthur Anderson; Louie & Wong; Calderon, Jaham & Osborn; KPMG, LLP; Kevin Harper; Moss Adams; Deloitte & Touche; Art Louie; Delanges Mitchell & Linder; and Vavrinek, Trine, Day & co., LLP.

On the February 6, 2002 due date for the RFPs, only one response was received, that of Vavrinek, Trine, Day & Co. The District attempted to contact the firms that did not submit an RFQ. The responses from the eight firms providing feedback included: they did not do a lot of government work; firm is too small, needed more time to look for a partner; want a longer term relationship than four (4) years; not in the community college market; firm's staffing level not large enough for such an engagement; not enough hours or people in firm at this time; and current summer staffing projections would not be adequate for such an engagement.

Based on the responses, there is a recognition that the District would be better served by retaining Vavrinek, Trine, Day & Co., LLP to complete the FY 2002 audit and related auditing services and to re-issue an RFP for Auditing Services for FY 2003, 2004, 2005, 2006, and two one-year renewals with a due date of ninety days. This would allow firms considerable lead time in

04/25/02- B2 page 1

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DR. PHILIP R. DAY, JR., CHANCELLOR

planning for the FY 2003 and beyond staffing engagements. Additionally, the District has obtained the names of audit firms from other community colleges and the RFP list has now grown to about forty.

It would be to the District's advantage to remain with Vavrinek, Trine, & Day Co., LLP another year because of need to implement the financial reporting changes required by GASB 35 effective July 1, 2002. Vavrinek, Trine, Day, & Co., LLP's knows and understands the District's operations, therefore, the learning curve is nonexistent and the firm will be an important resource during this implementation.

**RECOMMENDATION:**

RESOLVED: That authorization is hereby given to extend contract with Vavrinek, Trine, Day & Co.,LLP from April 26, 2002 – January 31, 2003 to provide the District's FY 2002 Annual Audit and auditing related services at a cost not to exceed \$120,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

James Kendrix, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 25, 2002

**B3**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: General Fund  
Authorization to enter into an instructional service  
agreement.  
(Resolution No. 020425 –B3)**

## **BACKGROUND INFORMATION:**

In October 28, 1999, the Board of Trustees of the San Francisco Community College District by Resolution No. 991028-B17 authorized the School of Applied Science and Technology to enter into a contract with the San Francisco Department of Human Services to meet the needs of low-income residents who successfully complete the Construction Training Program as well as the demand from industry for trained construction workers. CCSF is partnering with community based organizations and trade unions to provide low income residents outreach, assessment referrals and support services and job placements.

In the past, City College of San Francisco has partnered with two BayView/Hunter's Point Community Based Organizations, Young Community Developers (YCD) and Visitation Valley Jobs Education and Training (VVJET).

YCD is a community-based organization located in the BayView district of San Francisco. YCD has been successfully reaching out to and serving the needs of the educationally and economically disadvantaged residents of the BayView for over thirty years.

VVJET is a community-based organization located in the Hunter's Point district of San Francisco. VVJET has been successfully reaching out to and serving the needs of the educationally and economically disadvantaged residents of Hunter's Point.

YCD and VVJET employ staff possessing the required qualifications for teaching the construction trades courses that are consistent with the qualifications of CCSF's Construction Trades courses provided by the District.

04/25/02 – B3 page 1

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DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR

Thereby, the School of Applied Science and Technology, Evans Campus wishes to enter Agreements with YCD and VVJET for a period of no more than three years, effective May 1, 2002. YCD and VVJET will provide instructional service for Non-Credit Construction Trades courses, City College will handle student registration, daily attendance, and completion of reports. SFCCD shall reimburse YCD and VVJET at the negotiated rate of \$1.80 per student course hour on an as needed basis. SFCCD shall claim FTES for these non-credit construction trades courses. The projected cost of these service agreements is not to exceed \$64,000 per year (\$16,000 each course training period). Funding is from UPFX-7114-5610-0900-N.

This agreement will be based upon available funding and can be extended after three years on an annual basis. These funds have been allocated to UPFX-7114-5610-0900-N in CCSF's Annual Budget.

**RECOMMENDATION:**

RESOLVED: That authorization be given to enter into instructional service agreements with YCD and VVJET on an as needed basis for a period of three years, effective May 1, 2002 until April 31, 2005, not to exceed \$64,000 per year, based upon available funds, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Phyllis McGuire, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: April 25, 2002

B4

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY  
Authorization To Contract –  
The Foundation for California Community Colleges  
(Resolution No. 020425-B4)**

## BACKGROUND INFORMATION:

*Project: Facilities Condition Analysis and Assessment (FCAA) System  
Design, Development, Testing & Deployment*

Resolution No. 020425-B4 authorizes the District to contract with 3D/International for a facilities condition analysis and assessment. As described in that resolution, the FCAA will play a key role in the State's scoring system for allocating capital outlay funds for new construction.

This resolution would authorize the District to work with the Foundation for California Community Colleges and the State Chancellor's Office to develop the software needed for a central database and reporting program for Capital Outlay projects as well as scheduled maintenance and hazmat abatement projects.

The Foundation for California Community Colleges (FCCC) is seeking to create a centralized, integrated, statewide, web-based database and reporting system for Facilities Condition Analyses & Assessments. This database will be the repository for the data created by 3DI as a result of its on-site evaluations around the state. The proposed system will reside on servers located, operated, and maintained by San Joaquin Delta Community College. To accomplish this goal, the Foundation for California Community Colleges (FCCC) has entered into an agreement with Meridian Systems, a facilities management software developer and 3D/International Corporation, an architectural and engineering firm, for the design and development of a new software system.

The FCCC in coordination with the State Chancellor's Office is asking community college districts to voluntarily contribute up to \$75,000 each to provide the funding needed to pay for the new software system. Those districts that commit to this contribution will be afforded a full opportunity to participate in all stages of the system's overall design and capability. Participating in the development phase of this project would afford our district the opportunity to advocate for those factors that are unique and important to a high-cost urban area like San Francisco. All districts will be able to use the system once it is deployed, regardless of whether they contribute to its development.

04/25/02 – B4 page 1

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This expenditure would be charged to the district's general fund.

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to contract with The Foundation for California Community Colleges for Facilities Condition Analysis and Assessment (FCAA) System Design, Development, Testing & Deployment, to be completed on or before December 31, 2002, at a cost of not to exceed \$75,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator  
Peter Goldstein with  
David Liggett





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 25, 2002

**B5**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**

**Adoption of a summation of the District's proposed Five-Year Construction Plan to be submitted to the State Chancellor's Office for review and approval.  
(Resolution No. 020425-B5)**

## BACKGROUND INFORMATION:

*Project: Five-Year Construction Plan Priority List*

Each year the District submits an annual "Five Year Capital Outlay Construction Plan" to the State Chancellor's Office. When combined with Initial Project Proposals (IPP), and Final Project Proposals (FPP), these documents represent the District's initial step in pursuit of state funding for capital outlay projects. Attachment A is a summary of the District's proposed 2004-2008 Five-Year Construction Plan recommended for submittal to the State Chancellor's Office for review and approval prior to the May 1, 2002 deadline. Attachment B represents the priority list submitted to the State Chancellor's Office one year ago. Attachment C provides a brief description of each of the proposed projects. As always, projects already approved for funding by the state are placed at the top of the list to ensure that future stages of funding for such projects are not jeopardized.

While the priority order of this year's list is very similar to last year's list, there are a few changes. The most important change is the John Adams Remodel project, which has moved up from eighth to fourth on the list. This is because the engineering study the District sponsored during 2001 has shown that the seismic improvements needed at John Adams are more pressing and far more costly than previously thought. The total cost of all of the work needed for the John Adams Campus, both seismic and remodeling, is now estimated to be in the range of \$20 to \$25 million. This is primarily due to the fact that the brick façade is separating from the building structure. The latter issue (from the State's perspective) helps justify the project as a "health and safety-related project," which significantly increases the chances for special consideration without jeopardizing other projects (see Attachment D for State's Criteria). To be given priority consideration by the state, it would necessarily have to be at the top portion of our list.

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The Pan American Studies Center (PASC) moved from the seventh to the tenth position on the list because this "Renovation/New Facilities" project cannot take place until the new "Classroom/Lab Complex for Theater, Music/Visual and Media Arts Building" is built and occupied by the faculty and relevant program personnel. In so doing, this leaves the Diego Rivera Theater, the Arts Building and Arts Extension vacant so as to allow for the renovations of these facilities. Correspondingly, the timetable associated with completion of the new Theater Complex, which will be located in the Balboa Reservoir property, is dependent upon an as yet uncertain joint-planning schedule to be negotiated between the PUC and City College. Moving the PASC project down the list reflects more accurately the required sequencing for the related projects.

The priority order of the projects listed on Attachment A has been reviewed and approved by both the Facilities Review Committee as well as the Chancellor as part of the shared governance process.

The Board of Trustee's Committee on facilities conducted a special meeting on this item on April 3, 2002 and recommended approval by a majority vote.

**RECOMMENDATION:**

RESOLVED: That the Board of Trustees hereby adopts the summation of the District's proposed Five-Year Construction Plan shown on Attachment A to the State Chancellor's Office for review and approval, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator  
W/ David Liggett



## Attachment A

### Five-Year Capital Outlay Construction Plan for 2002

<b>District order of priority for proposed projects</b>			
<b>Priority</b>	<b>Project Name</b>	<b>Project Type</b>	<b>Current Status</b>
1	Mission Campus Building	New Facilities	Preliminary Plan in progress
2	Chinatown/North Beach Campus	New Facilities	Preliminary Plan in progress
3	Community Health & Wellness Center	New Facilities	FPP
4	Remodel John Adams Campus	Renovation	IPP
5	District-wide ADA Barrier Removal	Infrastructure	FPP
6	Academic Joint Use Facility (including Childcare)	New Facilities	IPP
7	Classrooms/Lab Complex For Theater, /Music/Visual & Media Arts Programs (Combine Balboa Reservoir Infrastructure Construction) (aka Theater / Performing Arts Classrooms / Labs with parking structure)	New Facilities	IPP
8	Remodel Alemany Campus	Renovation	IPP
9	Remodel Downtown Campus	Renovation	IPP
10	Pan American Studies Center (previously called Latin American Studies/Diego Rivera Center)	Renovation/ New Facilities	IPP
11	Remodel Arts Buildings	Renovation	IPP
12	Remodel Science Building	Renovation	IPP
13	Remodel of the Student Development Center	Renovation/ New Facilities	IPP
14	Advance Technology Learning Center	New Facilities	IPP
15	Remodel Evans Campus	Renovation	IPP
16	Remodel Cloud Hall - Phase 2	Renovation	IPP
17	Property Acquisition & Development Adjacent to Main Campus (Greenhouses)	Infrastructure	IPP
18	Energy Conservation & Production	Infrastructure	IPP

**Attachment B**

**Five-Year Capital Outlay Construction Plan for 2001**

<b>Priority</b>	<b>Project Name</b>	<b>Project Type</b>
1	Mission Campus Building	New Facilities
2	Chinatown/North Beach Campus	New Facilities
3	Community Health & Wellness Center	New Facilities
4	District-wide ADA Barrier Removal	Infrastructure
5	Academic Joint Use Facility (including Childcare)	New Facilities
6	Community Cultural, Performing & Media Arts Complex (Combine Balboa Reservoir Infrastructure Construction) (aka Theater / Performing Arts Classrooms / Labs with parking structure)	New Facilities
7	Pan American Studies Center (previously called Latin American Studies/Diego Rivera Center)	New Facilities
8	Remodel John Adams Campus	Renovation
9	Remodel Alemany Campus	Renovation
10	Remodel Downtown Campus	Renovation
11	Remodel Science Building	Renovation
12	Remodel Arts Buildings	Renovation
13	Remodel of the Student Development Center	New Facilities
14	Advance Technology Learning Center	New Facilities
15	Remodel Evans Campus	Renovation
16	Remodel Cloud Hall - Phase 2	Renovation
17	Property Acquisition Adjacent to Main Campus (Greenhouses)	Infrastructure
18	Energy Conservation & Production	Infrastructure



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### ATTACHMENT C

#### **FIVE-YEAR CONSTRUCTION PLAN PRIORITY LIST**

##### **Mission Campus Building**

This project will provide a building of up to 140,000 GSF to house the Mission Campus of City College of San Francisco. The Mission Campus is currently housed in a sub-standard leased school building that was built in 1939 and is significantly deteriorated, lacks adequate instructional space and may present several health and safety problems.

##### **Chinatown/North Beach Campus**

This project will provide a building of up to 140,000 GSF to house the Chinatown / North Beach Campus of City College of San Francisco. The Chinatown / North Beach Campus is currently housed in a sub-standard leased grammar school that was built in 1911, lacks adequate instructional space, is significantly deteriorated and may present several health and safety problems.

##### **Community Health & Wellness Center**

This project will entirely replace the two existing 60-year-old gymnasiums on the Ocean Avenue Campus. The new facility will provide a building of up to 150,000 GSF and will provide program space for physical education classes, team sports, a computerized fitness center, water sports, dance, aerobics, racquetball, student health services, and other activities. The building will include all of the following:

- Main and Secondary Gymnasium with Lobby and Ticket Office
- Locker and Shower Rooms
- Dance Classrooms and Performance Room with Changing Rooms and Offices
- 50 Meter Pool with Locker and Adaptive PE Rooms
- Lecture Hall and Classrooms with instructional preparation area
- Aerobics/Exercise Rooms
- Multi-Purpose Rooms
- Racquetball Courts
- Fitness Center
- Training Room
- Faculty and Administrative Offices
- Staff Locker Rooms and Lounge
- Video Theaters
- It may also house the College's Student Health Center.

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The intent of the District is to keep the existing PE facilities fully functional during the construction of the new facilities. The District is in the process of hiring a Master Planning consultant to issue a master plan by November 2002. The master plan will assist the District in making a final decision about this building's siting. The District is also hiring an Environmental Impact Report consultant for this and other projects.

Design work is expected to begin in September 2002. Construction is expected to be completed by September 2005.

### **Remodel John Adams Campus**

This building was originally constructed in 1911; the Community College District acquired it in the 1970's. The building had a Field Act seismic upgrade in 1934. Very few other improvements have been made to the building until last year when the Orfalea Family Center was remodeled. The building is in severe disrepair and has significant seismic hazards.

This project will repair, remodel, and seismically upgrade the building for at least 40 more years of use. Some of the major areas of work are:

- Remove and rebuild the brick on the south and west facades.
- Secure all unreinforced masonry to the building structure.
- Provide additional seismic walls.
- Replace all the windows.
- Replace all the floors.
- Replace the boiler and its entire distribution system.
- Upgrade the electrical systems.
- Repaint the entire building.

### **District-wide ADA Barrier Removal**

City College's master plan and 5-year plan requires equal access to the educational programs and services of the District for students. The Ocean Avenue Campus has been renovated to provide a high degree of accessibility for disabled persons. However, specialized programs are located at the District's other campuses, and additional building modifications are needed to provide equal access for all students. This project would provide the renovations necessary to achieve compliance with State and Federal statutes and to guarantee the inclusion of disabled persons in the overall educational efforts of the District.

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### **Academic Joint Use Facility (including Childcare)**

Establishing a new joint use facility where faculty from both SFSU and CCSF could be co-located; courses taught; and support services provided would effectively create a new model for collaboration and instruction that has never been tried before in the state. Students could earn their Associate of Arts Degree, complete their General Education requirements, and then step-up into “upper-division” enrollment leading to degree completion.

This facility will also include a “full-service” Child Care Center that will accommodate pre-school child care, as well as infants, toddlers, and a “sick child” care center, which will be connected with Nursing and other Health Care Programs. It may also house the College’s Student Health Center.

### **Classrooms/Lab Complex For Theater/Music/Visual & Media Arts Programs (Combine Balboa Reservoir Infrastructure Construction) (aka Theater / Performing Arts Classrooms / Labs with parking structure)**

City College’s performing and media arts departments are currently housed in areas that are substandard and over-crowded. The proposed complex would include a performing arts auditorium, parking and public amenities, a rehearsal hall and reception area, ensemble rooms, an archive/library facility, a media center (listening lab), practice-rooms, media performance laboratories and classrooms. The completion of the complex would facilitate the removal of aging decrepit bungalows. The proposed project would also provide meeting and auditorium space for the entire college as well as the community. This facility would house the Film, Music, and Theater Arts Departments as well as the Broadcast Electronic Media Arts Department, and the Dance and Multimedia programs, including desperately needed expansion space.

The proposed site for the complex is the east reservoir basin. In addition to the costs of removing and rebuilding the berm that separates the two basins, the College proposes to bring utilities into the east basin and to provide space for approximately the same number of cars that currently park in the reservoir. The college will conduct a comprehensive environmental impact study to evaluate both the reconfiguration of the reservoir as well as any structures that would be built on the site.



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### Remodel Alemany Campus

This remodeling project of the three-story Alemany Campus building, built in 1911, would eliminate health and safety issues and modernize the facility.

The Remodel Alemany Campus project scope includes four major areas:

**Building structural integrity:** strengthen the building parapet structure, seismic retrofit work, and compliance with current building codes.

**Building accessibility:** modify toilet rooms, door hardware, and drinking fountains, and improve signage, and areas of rescue.

**Fire and life safety:** upgrading fire protection including the fire alarm system, and installation of electrical and communication outlets to reduce hazards.

**Building renovation:** resurface roof, renovate all rooms, and other building site improvements.

### Remodel Downtown Campus

This project provides for the renovation of the Downtown Campus building to allow the District to more effectively deliver education to the students that attend this facility. The project includes renovation of classrooms and teaching labs to meet demand for courses, additional space for Library services, student counseling, faculty offices, and storage. The project also provides for the following infrastructure improvements:

- ADA accessibility improvements
- Teleconferencing capabilities
- Building repair including roof repair/replacement, electrical systems upgrades, and code/life safety corrective work.
- Improved heating and ventilation systems

### Pan American Studies Center (previously called Latin American Studies/Diego Rivera Center):

Located at the site of the Diego Rivera Theater, this Center will serve as an international resource and forum for Pan American and public art studies. The multi-use main gallery will accommodate moderately sized public functions, with daily public viewing of the Rivera mural in the "Mural Room" which will be planned with a balcony for viewing at an elevated position, and situated so a passerby can see the mural through large glass windows from Judson Avenue. The gallery will be part of a College-wide expansion of exhibit and gallery spaces.

The project would also remodel the existing Creative Arts north wing into four standard size classrooms, renovate a choral room as a lecture room, library/archive room with

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office space, a computer room for web based data and archives research, a conference room, and create a kitchen facility directly adjacent to the mural room for catering events.

### Remodel Arts Buildings

These buildings are in the Arts Complex. **Arts Extension** – constructed in 1972; **Creative arts** – constructed in 1961; and **Visual Arts** – constructed in 1970, are the centers for the College's Liberal Arts programs. These buildings have suffered from exposure to severe wind and corrosive salt air; the learning environment is sub-standard and present health and safety conditions that need to be corrected.

The Remodel of the Arts Buildings project scope consists of three buildings and includes four major areas of improvement:

**Building accessibility:** toilet room improvements, modify building entrances, an elevator upgrade, improving door hardware, and signage.

**Fire and life safety:** upgrading fire protection including the fire alarm system, upgrade electrical services to reduce hazards in labs and classrooms, and improve structural/seismic bracing of overhead piping.

**Building renovation:** resurface roofs, renovate all rooms, and other building site improvements.

**Building Infrastructure:** electrical systems upgrades, lighting modernization; major modifications to the HVAC and upgrades to elevators.

### Remodel Science Building

Science Hall was in 1940 and is the largest classroom building on campus. This building has had minimal renovation done to it in its 60-year history; its learning environment is sub-standard and presents health and safety conditions, which need to be corrected.

The Remodel Science Hall project scope includes four major areas:

**Building accessibility:** modify building entrance, interior elevator upgrade, modifying door hardware, and improve signage.

**Fire and life safety:** upgrading fire protection including the fire alarm system, upgrade electrical services to reduce hazards in labs and classrooms, and improve structural/seismic bracing of overhead piping.

**Building renovation:** repainting all areas, renovate all rooms, and other building site improvements.

**Building Infrastructure:** lighting modernization; upgrade the HVAC system, and upgrades to elevators.

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### Remodel of the Student Development Center

The Student Union constructed in 1970 can no longer serve students effectively and efficiently. A new counseling office structure is needed to meet high and to provide clear direction to students on how to reach their educational and career goals for the job market.

The Remodel Student Development Building project scope as currently proposed consists of new additional counseling offices and renovation work in four major areas of the existing building:

**Building accessibility:** modify building entrance, modifying door hardware, and signage.

**Fire and life safety:** upgrading fire protection including the fire alarm system, upgrade electrical services to reduce hazards in labs and classrooms, and improve structural/seismic bracing of overhead piping.

**Building renovation:** resurface roof, renovate all rooms, and other building site improvements.

**Building Infrastructure:** electrical systems upgrades, lighting modernization; upgrades to the HVAC system, and upgrades to elevators.

### Advance Technology Learning Center

This project will provide a building of up to 50,000 GSF to will replace classrooms and labs that are currently located in inadequate learning environments, and will allow for future growth. The new facility will be a state of the art high-tech learning environment for students and will provide the faculty an opportunity to deliver educational technology in a conducive learning environment.

### Remodel Evans Campus

The Evans Campus is the primary location for the College's vocational education programs. These programs provide critically needed job skills training for underemployed people in San Francisco. Current programs include training for construction trades, automotive repair, and custodial work. While the facility is in good condition, now that the College owns the site it is obligated to immediately address seismic and other code related issues to meet State Architect standards. In fact, the College is currently moving forward with these activities through the use of local bond funds

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### Remodel Cloud Hall – Phase 2

The renovation of the third and fourth floors of Cloud Hall was completed in 2000. This project provides for the renovation of the first and second floors to improve the delivery of education to the large numbers of students that attend classes in this facility.

**Building Remodeling** – This project would completely renovate all rooms on the first two floors of the building. The work would include electrical systems upgrades, lighting modernization; major modifications to the HVAC system, upgrades to fire protection including the fire alarm system; upgrades to elevators and rest rooms; and replacement of floor coverings, painting, repair of ceilings, and weatherproofing the building exterior.

### Property Acquisition & Development Adjacent to Main Campus (Greenhouses)

City College proposes to acquire a parcel of land that is adjacent to the northeast side of the Ocean Avenue Campus. The College to add some modular units on this site to minimize the impact on class offerings that will result from other bond funded projects. By adding these units and by making some adjustments to the schedule of classes the College would seek to ensure that its total class offerings remained stable. When construction is completed the area used for modular units would be re-landscaped or developed into a new practice field for the college's physical education program.

### Energy Conservation & Production

Proposed district-wide projects center around energy efficiency upgrades that involve the installation of district-wide computerized lighting & HVAC management systems, the use of supplemental solar energy systems, erection of photovoltaic site and interior lighting systems and the possible installation of wind generation turbines to supplement the electric demands of the existing District owned buildings. The components within this request cover the full range of physical needs at all District-owned campuses.

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## Attachment

## Specific Criteria

**Category A - To provide for safe facilities and activate existing space.**

*(No more than 50% of funds available in any given year)*

To provide for existing safe facilities/infrastructure and to equip previously state-funded construction projects.

- A-1 Imminent danger to the life or safety of the building occupants -- with adequate documentation from a qualified independent third party (least cost/no growth)
- A-2 Equipment to complete previously state-funded construction projects
- A-3 Seismic Deficiencies -- potential seismic risk (least cost/no growth)
- A-4 Immediate infrastructure failure (least cost/no growth)

**Category B - To increase instructional capacity.**

*(Up to 50% of funds available in any given year after funding Category A projects)*

To provide for reconstruction of existing space, construction of new space, and purchase of equipment to meet existing enrollment and provide for increased instructional capacity in classrooms, laboratories, libraries/learning resource centers and instructional audio and visual services (including land acquisition costs and site development when necessary to site facilities). Only projects at or below 100% capacity-to-load ratio upon project completion initially qualify for funding within this category. Completion of previously-funded Category B projects will have the highest priority for funding in this category.

- Reconstruction of existing space
- Construction of new space

4. Current state regulations restrict the use of state capital outlay funds for student centers, stadia, dorms, parking lots, and single-purpose auditoriums. (Title 5, *California Code of Regulations*, Section 57001.5 (d))
5. The Board shall propose for funding no more than one scope-approved "new-start" project per authorized site in any given fiscal year.
6. The Board of Governors may make exceptions to these criteria and funding percentages when it determines that to do so will benefit the community college system.

## **Specific Criteria**

### **Category A - To provide for safe facilities and activate existing space.**

*(No more than 50% of funds available in any given year)*

To provide for existing safe facilities/infrastructure and to equip previously state-funded construction projects.

- A-1 Imminent danger to the life or safety of the building occupants -- with adequate documentation from a qualified independent third party (least cost/no growth)
- A-2 Equipment to complete previously state-funded construction projects
- A-3 Seismic Deficiencies -- potential seismic risk (least cost/no growth)
- A-4 Immediate infrastructure failure (least cost/no growth)

### **Category B - To increase instructional capacity.**

*(Up to 50% of funds available in any given year after funding Category A projects)*

To provide for reconstruction of existing space, construction of new space, and purchase of equipment to meet existing enrollment and provide for increased instructional capacity in classrooms, laboratories, libraries/learning resource centers and instructional audio and visual services (including land acquisition costs and site development when necessary to site facilities). Only projects at or below 100% capacity-to-load ratio upon project completion initially qualify for funding within this category. Completion of previously-funded Category B projects will have the highest priority for funding in this category.

- Reconstruction of existing space
- Construction of new space



**Category C - To modernize instructional space.**

*(Up to 25% of funds available in any given year after funding Category A projects)*

To provide for reconstruction or replacement of existing space and purchase of equipment to improve instructional programs and/or service delivery in classrooms, laboratories, libraries/learning resource centers and instructional audio and visual services. Projects in this category increase instructional efficiency and/or enhance instructional delivery systems through changes in teaching methods, improved technology and other infrastructure changes. However, projects in this category will not cause or increase the overbuilt status of a site, and do not utilize capacity-to-load ratios to determine project eligibility. Completion of previously funded Category C projects will have the highest priority for funding in this category.

- Reconstruction of existing space
- Replacement of existing space

**Category D - To promote a complete campus concept.**

*(Up to 15% of funds available in any given year after funding Category A projects; funds may be shared with Categories E and F, as necessary, to fully fund a project)*

To provide for reconstruction of existing space, construction of new space and purchase of equipment to promote a complete campus concept. Projects that introduce never before available basic services to complete a campus are given preference for funding over projects that replace or add to an existing facility of similar use. Completion of previously funded Category D projects will have the highest priority for funding in this category.

- D-1 Physical education, performing arts, child development facilities, and other capital projects which promote a complete campus
- D-2 Cafeterias, maintenance shops, warehouses and capital energy projects

**Category E - To increase institutional support services capacity.**

*(Up to 5% of funds available in any given year after funding Category A projects; funds may be shared with Categories D and F, as necessary, to fully fund a project)*

To provide for reconstruction of existing space, construction of new space and purchase of equipment to meet existing need and provide for increased capacity for administrative, instructional, student and other support services (including land acquisition and site development costs when necessary to site facilities). Only projects at or below 100% capacity-to-load ratio upon project completion initially qualify for funding within this category. Completion of previously funded Category E projects will have the highest priority for funding in this category.

- Reconstruction of existing space
- Construction of new space

**Category F - To modernize institutional support services space.**

*(Up to 5% of funds available in any given year after funding Category A projects; funds may be shared with Categories D and E, as necessary, to fully fund a project)*

To provide for reconstruction or replacement of existing space and purchase of equipment to improve program and/or service delivery in administrative, instructional, student and other support services. Projects in this category increase administrative and support services efficiency and/or delivery systems. However, projects in this category will not cause or increase the overbuilt status of a site, and do not utilize capacity-to-load ratios to determine project eligibility. Completion of previously-funded Category F projects will have the highest priority for funding in this category.

- Reconstruction of existing space
- Replacement of existing space

**DATE:** April 25, 2002

**B6**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT:** CAPITAL OUTLAY

Authorization for NINE ( 9 ) Contract Modification(s) totaling \$294,251.33 for Special Services Contract(s) and Construction Contract(s), and one (1) Special Services Contract Amendment (Resolution No. 020425-B6)

**BACKGROUND INFORMATION:**

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT AMOUNT	PREVIOUS CONTRACT MODIFICATION(s) AMOUNT	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS
A	000427-B4 Architectural & Engineering Services For 1997 Prop A Bond, Scheduled Maintenance and Hazardous Substance Abatement Projects	Levy Design Partners (Architectural /Engineering Consultant)	\$400,000	\$0	CM #01-\$60,781	\$460,781	Project Allotment: \$500,000 Project Encumb & Pay't To Date (Include This Contract Modification): \$354,083 Additional architectural/engineering services for Smith/Stattler Wing Bond projects.
B	001214-B8 Science Hall Acid Waste Piping Replacement	Sonomarin Inc., (General Contractor)	\$336,459	\$31,991	CM #04 - (\$11,745)	\$356,705	Project Allotment: \$ 580,000 Project Encumb & Pay't To Date (Include This Contract Modification): \$457,352 Credit for deletion of painting of piping.
C	020321-FIO4 Diego Rivera Theater Aisle Lighting Improvement	Jin Construction & Electric Co., (General Contractor)	\$13,995	\$0	CM# 01 - \$500	\$14,495	Project Allotment: \$20,052 Project Encumbered & Paid To Date (Include This Contract Modification): \$17,537 Replace existing electrical junction boxes.
D	010920-B5 Science Hall Reroof	IMR Roofing Corp., (Roofing Contractor)	\$316,770	\$46,840	CM #03 - \$16,755.41	\$380,365.41	Project Allotment: \$399,750 Project Encumbered & Paid To Date (Include This Contract Modification): \$382,106 Install five (5) new skylights.



ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT AMOUNT	PREVIOUS CONTRACT MODIFICATION(s) AMOUNT	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS
E 011115-B6 Fort Mason Art Studio, Building B, Interior Tenant Modifications	Eternal Construction, Inc., (General Contractor)	\$137,200	\$0	CM #01 - \$3,747.05	\$140,947.05	Project Allotment: \$190,000 Project Encumbered & Paid To Date (Include This Contract Modification): \$161,373 Floor repair and electrical circuit repair.
F 010118-B5 Construction Management services for the 1997 Bond, Scheduled Maintenance, and Hazardous Substance Abatement Projects	The Zahn Group (Construction Management)	\$150,000	\$0	CM #01 - \$81,000	\$231,000	Project Allotment: \$240,000 Project Encumb & Pay't To Date (Include This Contract Modification): \$231,000 Additional Construction Management services for Downtown Campus projects and Student Health Center remodel.
G 011115-B7 Science Hall Transfer Center S-132 Renovation	Trini Chance Construction Co. (General Contractor)	\$98,200	\$0	CM #0 1 - \$9,480.90	\$107,680.90	Project Allotment: \$212,100 Project Encumb & Pay't To Date (Include This Contract Modification): \$182,780.51 New window blinds, additional electrical receptacles, additional acoustical insulation in walls
H 010830-B7 Alemany Campus Building Elevator and ADA Improvement	Angotti and Reilly, Inc., (General Contractor)	\$515,139	\$3,812.17	CM #02 - \$35,731.97	\$554,683.14	Project Allotment: \$883,874 Project Encumbered & Paid To Date (Include This Contract Modification): \$694,731.19 Electrical system and lighting modifications, new exterior signage, fire alarm modifications, additional unforeseen site conditions.
I 000127-B2 Phelan Campus Building Infrastructure Wiring	Semans Communications, Inc., Caucasian, LBE (General Contractor)	\$1,383,366	\$607,057.19	CM #09 - \$98,000	\$2,088,423.19	Project Budget: \$2,109,069 Project Encumb & Pay't To Date (Include This contract Modification): \$2,088,423.19 Patch cords in Phelan Campus, swing shift differential, Batmale firewall boxes, Science Hall additional conduit and modifications, Visual Art cable tray.
			Total	\$294,251.33		

**RECOMMENDATION:**

**RESOLVED:**  
the table, and

That the Board authorizes the specified modifications to the resolutions as indicated in

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator  
W/ David Liggett







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 25, 2002

**B7**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**  
**Authorization to Award Special Services contract to**

**(Resolution No. 020425-Bxx)**

## **BACKGROUND INFORMATION:**

**Project:** *District Facilities Master Plan Architectural & Engineering Consultant*  
*(Selection Review in Progress)*

The College used a comprehensive outreach effort to encourage prospective architectural firms and sub-consultants to respond to the "Request for Qualifications" for the District Facilities Master Plan Architectural & Engineering Consultant. To more completely understand the selection process, prospective firms were invited to an orientation meeting where the details of the process were discussed, including the importance of complying with the College's new SLBE policy and the related goals for participation. Over Seventy-Nine (79) individuals attended the orientation and Eight (8) design teams submitted responses to the RFQ. A diverse selection committee that included both College staff as well as community representatives reviewed these Eight (8) responses.

Each committee member read all of the responses and rated each submittal according to the same criteria that were published in the RFQ and reviewed at the orientation meeting. These criteria included recent school design experience, availability of team members to take on a project of this size, and demonstrated expertise with all phases of project management. The submittals were also reviewed by Norma Nelson, Contract Compliance Officer, to determine compliance with the College's stated goals for SLBE participation. Submittals that did not meet the goals were eliminated from the competition. Finally, additional points were awarded to the scores of those submittals where the architectural firms were certified SLBEs.

The scores were then tabulated and the top Four (4) firms were invited to participate in the oral interview portion of the process. At this time, College staff checked references for the Four (4) firms. The selection committee met to establish the questions that would be asked during the oral interviews, and reviewed by the Facilities Review Subcommittee. The questions covered many topics including the importance of (community consensus and project stakeholder support, willingness to produce numerous schematic schemes, the need for a commitment to comply with the District's M/W/LBE Policy, and the need to effectively handle state approval processes-example from previous questionnaires, and need new wording to reflect the questions asked at

04/25/2002 – B7 page 1

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DR. PHILIP R. DAY, JR., CHANCELLOR

interview meeting with firms). The Committee then conducted the oral interviews with Norma Nelson, Contract Compliance Office, in attendance. The scores from the oral interview process were combined with the results of the initial paper screening and the reference check process, to yield final scores for the firms. The screening committee recommended that the top Four (4) scoring firms, **Miller Kelly Architects, Sasaki Architects, Skidmore, Owings & Merrill, and SMWM** (what is the final score of these four firms), be sent to the Chancellor for his consideration.

The selection panel rated \_\_\_\_\_ as the \_\_\_\_\_ highest scoring firms and forwarded their names on to the Chancellor as finalists.

The Chancellor has selected \_\_\_\_\_, a certified \_\_\_\_\_, to provide architectural/engineering services, for the Project: District Facilities Master Plan Architectural & Engineering Consultant. The services provided by the prime consultant and their sub-consultants may include, but are not limited to, architectural design and program planning; engineering consulting services such as civil, electrical, mechanical, and structural engineering; cost estimate; and scheduling and other services, etc., to assist CCSF with District wide planning by 1) evaluating the College's current state of planning and existing documentation that effects planning issues, 2) proposing and managing a planning process, 3) evaluating needs and resources 4) authoring a facilities master plan.

#### **RECOMMENDATION:**

RESOLVED: That authorization be given to contract with \_\_\_\_\_, a certified \_\_\_\_\_, for special services and advice to provide the District with architectural and engineering services, for the Project: District Facilities Master Plan Architectural & Engineering Consultant at a cost not to exceed \$\_\_\_\_\_, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
W/ David Liggett



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: April 25, 2002

B8

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**  
**Authorization To Contract –**  
**3D/International Corporation**  
**(Resolution No. 020425-B8)**

## BACKGROUND INFORMATION:

*Project: Facilities Condition Analysis and Assessment*

The State Chancellor's Office is establishing a new scoring system for evaluating requests for Capital Outlay funding. A new Facility Condition Index (FCI) will become the primary criterion for scoring requests for funding for modernization projects under the State's Capital Outlay Program. This index will reflect the level of needed improvements in an existing facility. The FCI will be used to estimate and compare the costs of repairing deficiencies with the cost of replacing the facility. In addition, the State Chancellor's Office intends to use the FCI for awarding scheduled maintenance and hazardous materials abatement funds on a lump sum basis as opposed to the historic method of evaluating requests on a project-by-project basis. A completed facilities condition analysis and assessment, is now needed to create an FCI for the district's facilities, and to thereby provide the district with documented support for its funding requests for modernization projects, scheduled maintenance funds, and for hazardous materials abatement funds. For some of the district's older facilities such as John Adams, Alemany, and the Science Building, a completed FCI will be needed and will be very valuable as we make our case for supporting our request for much needed modernization funds for structural and surface improvements.

The Foundation for California Community Colleges (FCCC), working cooperatively with the State Chancellor's Office, issued a Request For Qualifications and selected 3D/International Corporation for the services needed to conduct on-site facilities analyses and assessments at a negotiated price of 8.9 cents per square foot. 3D/International will record building and infrastructure conditions on-site, and will issue a report that will become the basis for the district's FCI. The assessment will include a review of maintenance records, relevant building and ADA code sections, hazmat surveys, and any other data that might describe the existing condition. 3D/International will also assist the District with developing future maintenance plans, including budgets for maintenance and replacement of building components.

The price of each district's contract with 3D/International is based on total gross square footage, and the level of assessment to be performed. It is estimated that the total cost

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for this service will be no more than \$140,000 and more likely in the range of \$110,000 to \$120,000. This service will be funded by the following funds: 50% from the State Scheduled Maintenance Program, 25% from the **1997 General Obligation Bond fund**, and 25% from the **2001 Prop "A" General Obligation Bond fund**.

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to contract with 3D/International Corporation for a Facilities Condition Analysis and Assessment, to be completed on or before November 30, 2002, at a cost of not to exceed \$140,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator  
W/ David Liggett





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 25, 2002

**B9**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**  
**Authorization to Award Special Services Contract to**  
**Page & Turnbull**  
**(Resolution No. 020425 – B9)**

## BACKGROUND INFORMATION:

*Project: New Campus for Chinatown/North Beach, including the Historic Preservation of the Colombo Building*

To comply with conditions required by the Settlement Agreement between the District Parties and the Friends of the Colombo Building, Resolution 991028-B2 approved the District to enter a contract agreement with Page & Turnbull, Historical Preservation Architect, to provide historic preservation architectural services for the Project: New Campus for Chinatown/North Beach, including the Historic Preservation of the Colombo Building. And Resolution 010628-B5e approved contract modification with Page & Turnbull to perform detail survey and cost estimate of the existing building element.

The District has received agreement from State Chancellor's Office to proceed with Preliminary Planning phase work for the Chinatown/North Beach New Campus. The District wishes to continue to contract with Page & Turnbull, a certified Local Business Enterprise, to facilitate the District with the Request For Qualification process, architectural firms qualification screening, interviewing, selection, and provide on-going technical advice on preservation issues to the Project Architect and Architectural Selection/Design Review Committee, as specified in the Settlement Agreement.

This project is funded by the 2001 Prop "A" General Obligation Bond Fund.

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**RECOMMENDATION:**

**RESOLVED:** That authorization hereby be given to contract with Page & Turnbull, a certified Local Business Enterprise, for continuing special services and advice to provide the District with complete historic preservation architectural services, for the Project: New Campus for Chinatown/North Beach, including the Historic Preservation of the Colombo Building at a cost of \$16,090 to be completed on or before June 30, 2002, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 25, 2002

**B10**

**TO:** Board of Trustees

**FROM:** Dr. Phillip R. Day, Jr., Chancellor

**Subject: GRANT**

**Contract with Alameda County Children and Families Commission for additional support for the Alameda County Mentor Program.  
(Resolution No. 020425-B10)**

## **BACKGROUND INFORMATION:**

This resolution requests authorization to submit an application and appropriate all funds related to a grant from the Alameda County Children and Families Commission for the Enhanced Mentor Program. This program will bring additional support to the California Early Childhood Mentor Program in Alameda County. The California Early Childhood Mentor Program has seventy participating colleges; City College now administers the statewide program.

The Alameda County Enhanced Mentor Program will recruit additional mentors, train mentors to conduct outreach and recruitment to provide expanded student and onsite mentoring, increase access to practicum courses, and improve retention through professional development, linkages with compensation and other supports as well as quality review activities.

The total of the grant is \$99,900 for the period May 1, 2002 through June 30, 2002. There is no in-kind match or additional space required. City College of San Francisco is the fiscal agent.

### Income

Alameda Children and Families Commission	\$ 99,900
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### Expenditures

Employee Salaries and Benefits	\$ 15,000
Travel	6,000
Stipends	71,500
Total Indirect @ 8%	<u>7,400</u>
Total Expenditure	\$ 99,900

04/25/02 – B10 page 1

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DR. PHILIP R. DAY, JR., CHANCELLOR

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to the District to apply for and accept the amount of \$99,900 from the Alameda Children and Families Commission for enhancement of the Alameda County Mentor Program, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Sandra Handler, Originator



**DATE:**

April 25, 2002

**B11**

**TO:**

Board of Trustees

**FROM:**

Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANTS**

Authorization to modify existing Grants  
(Resolution No. 020425-B11)

	<u>ORIGINAL RESOLUTION NUMBER</u>	<u>GRANTOR/ CONTRACTOR</u>	<u>CONTRACT DATE</u>	<u>ORIGINAL TOTAL AMOUNT</u>	<u>CHANGE</u>	<u>NEW TOTAL NOT TO EXCEED</u>	<u>COMMENTS: ORIGINATOR</u>
A	010628-B16	Calif. Community Colleges Chancellor's Office-Center of Excellence (COE)	July 1, 2001- June 30, 2002	\$178,875	Extend term to Sep. 30, 2002		Extend term only.
B	010628-B19	Calif. Community Colleges Chancellor's Office-Workplace Learning Resource Center (WpLRC)	July 1, 2001- June 30, 2002	\$178,875	Extend term to Sep. 30, 2002		Originator: Judy Teng Extend term only.
C	010830-B26	San Jose Community College District	Sep. 1, 2001- June 30, 2002	\$ 99,060	-\$22,310	\$76,750	Service reduction. Originator: Judy Teng
D	001116-B14	San Francisco International Airport	Oct. 1, 2000- June 30, 2002	\$200,000	Extend term to June 30, 2003 +\$50,000	\$250,000	Extend term and increase services
E	.000525-B22 010531-B22	California Community Colleges Chancellor's Office	FY2001-2002 FY2002-2003	\$140,550 \$140,550 \$281,100	Extend fiscal year July 1, 2002- June 30, 2002 to end Sept. 30, 2002		Originator: Judy Teng State Chancellor's office extended first fiscal award through Sept. 30, 2002 Originator : Steven Glick



	<u>ORIGINAL RESOLUTION NUMBER</u>	<u>GRANTOR/ CONTRACTOR</u>	<u>CONTRACT DATE</u>	<u>ORIGINAL TOTAL AMOUNT</u>	<u>CHANGE</u>	<u>NEW TOTAL NOT TO EXCEED</u>	<u>COMMENTS: ORIGINATOR</u>
F	001214-B19 011220-B17	Miriam & Peter Haas Fund	12/1/2000 to 3/31/2002	\$200,000	Extend duration of grant from 3/31/02 to 5/31/02	N/A	Extend contract date to 5/31/02.  Originator: Sandra Handler
G	011220-B8	Authorization to Contract for Special Services (Regional Environmental Business Resource and Assistance Center (REBRAC) Mike Hall)	January 1, 2002 to June 30, 2002	\$25,000	Extend contract date to August 30, 2002 and Increase amount by \$7,475	\$32,475	Extend contract date from original end date of June 30, 2002 to August 30, 2002. Total amount of original agreement was not sufficient to cover the entire expenditures.  Originator: Phyllis G. McGuire
H	010329-B9	San Francisco Public Transportation Department Safety/Training and Security Division (MUNI)	April 1, 2001 to June 30, 2002	\$222,035	+\$10,000	\$232,035	Additional amount to be used for research & development of curriculum for hazardous communication of Regional Environmental Business Resource and Assistance Center (REBRAC), Mike Hall - Special Services.  Originator: Phyllis G. McGuire

<u>ORIGINAL RESOLUTION NUMBER</u>	<u>GRANTOR/ CONTRACTOR</u>	<u>CONTRACT DATE</u>	<u>ORIGINAL TOTAL AMOUNT</u>	<u>CHANGE</u>	<u>NEW TOTAL NOT TO EXCEED</u>	<u>COMMENTS; ORIGINATOR</u>
I 010329-B9	San Francisco Public Transportation Department Safety/Training and Security Division (MUNI)	April 1, 2001 to June 30, 2002	\$222,035	Extend term to June 30, 2003		Extend term only. Originator: Phyllis G. McGuire
J 010118B22 0112B17B17	Private Industry Council	March 1, 2001 to Sept. 30, 2002	\$22,416	change ending date	\$22,416	Extend contract date to December 31, 2002 Originator: Linda Squires Grohe
K 011220-B16	Various individual interpreters for the deaf	July 1, 2001- June 30, 2002	\$25,000	Increase individual contract amounts	\$35,000	\$25,000 cap is not sufficient. Originator: Sandra Handler
L 010531-B25	California Community Colleges Chancellor's Office-San Francisco Center for Applied Competitive Technology (SFACT)	July 1, 2001- June 30, 2002	\$178,875	Extend term to Sept. 30, 2002. Increase allocation by \$7,410 to reflect add'l program income	\$186,285	Extend term to Sept. 30, 2002. Increase in allocation to reflect add'l program income. Originator: Judy Teng
M 000427-B22	Advanced Transportation Technology Centers( ATT)	July 1, 2001 to June 30, 2002	\$178,875	Extend term to Sept. 30, 2002		Extend term only. Originator: Phyllis McGuire

<u>ORIGINAL RESOLUTION NUMBER</u>	<u>GRANTOR/ CONTRACTOR</u>	<u>CONTRACT DATE</u>	<u>ORIGINAL TOTAL AMOUNT</u>	<u>CHANGE</u>	<u>NEW TOTAL NOT TO EXCEED</u>	<u>COMMENTS: ORIGINATOR</u>
N 001026-B7 010222-B9	California Endowment Welcome Back Grant/ SFSU Foundation Sub-Contract from CCSF	February 1, 2002 through January 31, 2003	\$385,542	Increase by \$265,490	\$651,032	Modification of Sub Recipient Agreement with San Francisco State University Foundation for additional staff and travel funds  Originator: Linda Grohe
O 001026-B7 010222-B9	California Endowment Welcome Back Grant/ SFSU Foundation Sub-Contract from CCSF	February 1, 2003 through January 31, 2004	\$402,439	Increase of \$278,764	\$681,203	Modification of Sub Recipient Agreement with San Francisco State University Foundation for additional staff and travel funds  Originator: Linda Grohe

**RECOMMENDATION:**

RESOLVED: That the Board authorizes the specified amendment to the Resolution as indicated in the table, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 25, 2002

**B12**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANTS**

Approval of Training Contract with Futton, Inc.  
(Resolution No: 020425-B12)

## BACKGROUND INFORMATION:

In 1999, Office of Contract Education worked with Da Tung, Inc. and Peking University in China to plan and to develop a transferable credit program in China. In May and September of 1999, Contract Education organized two City College of San Francisco (CCSF) group visits to China to conduct an on-site feasibility study and reviews. All members of both groups viewed this project as a tremendous benefit to our faculty members with staff development opportunities to learn and work in China. The project will also give our students, who wish to spend a semester in China, the opportunity to enroll in CCSF general education courses while learning about Chinese culture and language.

At the conclusion of the first visit in May, 1999, the Academic Senate approved the implementation of the first phase of the not-for-credit ESL program and to begin planning for offerings in future semesters. The Senate stipulated that a report be brought back after one semester before further authorization would be granted.

Unfortunately, Da Tung Inc. (the original contract entity) and Peking University were unable to meet CCSF's funding and operating requirements in China and therefore, the collaboration did not materialize. After a hiatus of two years, the Contract Education Office had an opportunity to pursue this same concept with new partners: Futton, Inc. and Zhejiang University City College in Hangzhou, China.

Futton, Inc., established in 1987, is a San Francisco-based company that specializes in promoting improved understanding between the American and Chinese business communities and brokering deals between the two

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communities. Futton, Inc. engages in multiple business areas, including Capital Market, Joint Ventures, Business Development, Export/Import, Executive Business Seminars, Tourism, and Summer Youth Academy in the United States.

Zhejiang University City College (ZUCC), founded in 1999, is the newest and the most modern campus of the Zhejiang University. Zhejiang University, with a history of over 100 years enjoys a ranking as one of the top ten universities in China. As a result of reform in higher education, ZUCC is designated as an educational experiment in higher learning by the Education Ministry of China and the Provincial Government of Zhejiang. ZUCC has thirteen departments and offers twenty-two (22) specialties. It currently has a collaborative agreement with a university in Australia.

After much preliminary work, Contract Education is now ready to seek approval to enter into a twelve (12) year cooperative agreements with Futton, Inc. The terms of the implementation budget are renewable every two years. Futton, Inc. will pay CCSF for all the contracted training cost in China, including housing for faculty and staff. Futton, Inc. will arrange similar agreements with Zhejiang University City College of China and a four-year university in the United States that will provide the upper division courses and graduate degree.

Following are budget projections for year 2002-03 and 2003-04. They are based on the assumption that CCSF offers thirteen (13) not-for-credit ESL and Study Skills College Preparation Program classes. Pending review and approval of the 1<sup>st</sup> semester pilot activity by the Academic Senate and appropriate Academic department's the option of offering up to two (2) credit transfer courses will be offered in the second half of the first year. The 2003-2004 budget is based on the assumption that the Academic Senate gives its approval to continue and the program offers six (6) not-for-credit College Preparation Program and up to eight (8) credit transfer courses. The budget is also based on the assumption that we serve a total of two hundred (200) students.

	<u>2002-03</u>	<u>2003-04</u>	<u>Total</u>
Instruction	\$277,524	\$ 281,496	\$559,020
Fringe Benefits	63,831	70,374	134,200
Credit Fee	6,534	26,136	32,670
Training Materials	9,000	9,000	18,000
Travel Expenses (Airfare only)	11,850	11,850	23,700
Indirect	<u>48,855</u>	<u>53,160</u>	<u>102,015</u>
Total	\$417,594	\$452,016	\$869,610

**RECOMMENDATION:**

RESOLVED: That authorization hereby be given to contract with Futton, Inc. for coordinating the Transfer/Degree Program between Zhejiang University City College of China and City College of San Francisco. CCSF will provide the instruction in China with Futton, Inc. paying all CCSF's training cost. No general fund nor public fund will be or can be expended on this program. The term of this agreement is from June 1, 2002 to June 30, 2004, for a total not to exceed \$869,610, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator: Judy Teng





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE** April 25, 2002

**B13**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GRANTS**  
**Authorization to Develop New Service Contracts**  
**for Thomas Carmerato, Nora Hanna, and Gregg**  
**Waldau**  
**(Resolution No. 020425-B13)**

## BACKGROUND INFORMATION:

The San Francisco Small Business Development Center (SBDC) is a co-sponsored project of the U.S. Small Business Administration, the California Technology, Trade & Commerce Agency, and City College of San Francisco.

Since 1995, the SBDC's primary function is to further economic development in San Francisco and North San Mateo County through the provision of free consulting in the areas of management/operations, marketing/distribution, and finance/bookkeeping to existing and would-be small business owners.

The SBDC is now the designated lead for both the San Francisco Micro Loan Program and the Mayor's Office of Community Development's Micro-Enterprise Loan Program. In an effort to assist small businesses in assembling complete and viable application packages for these loan programs, approval is requested to develop new service contracts to exceed \$10,000 for each of the following consultants.

1. Thomas Camerato has over 13 years experience as a financial consultant specializing in small and mid-size businesses. He assists SBDC clients in the area of cash-flow management/projection schedules and generates the financial paradigms required by commercial lenders.
2. Nora Hanna has over 11 years experience in product development and the creation of distribution systems. She helps in the construction of delivery systems as required by loan qualification guidelines.

04/25/02 – B13 page 1

### BOARD OF TRUSTEES

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3. Gregg Waldau has 15 years of small business management and operation experience. He assists SBDC clients create business-specific record-keeping systems and assembles the historical data necessary to meet loan program requirements.

The total contract amount for these contracts is not to exceed \$42,310. No general funds or in-kind match is required.

**RECOMMENDATION:**

RESOLVED: That authorization be given to develop new service contracts for the following consultants: 1) Thomas Camerato for an amount not to exceed \$17,480; 2) Nora Hanna for an amount not to exceed \$13,500; and, 3) Gregg Waldau for an amount not to exceed \$11,330, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Steven Glick, Originator

**THOMAS R. CAMERATO**

P.O. Box 7385  
Berkeley, CA. 94707-0385

[camerato@ix.netcom.com](mailto:camerato@ix.netcom.com)

Residence: 510-652-1516  
Messages: 510-287-8755

**BUSINESS DEVELOPMENT**

Market Research...Product/Technology Management...Financial Analysis

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**QUALIFICATIONS OVERVIEW**

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A creative and highly organized professional, I have BS and MS degrees in life science disciplines, an MBA from Carnegie Mellon University, and over thirteen years diverse work experience providing me with a unique combination of scientific, technology and business skills.

Utilizing established and well researched approaches to the decision making process, my forte is in using market research techniques along with detailed financial analysis in order to identify new business opportunities, markets, products, and investments to optimize company growth and profitability.

Using modern marketing and management techniques, I know how to structure an organization by analyzing the present, providing strategies for the future, establishing both financial & market goals, and implementing strategic plans that have a positive effect on bottom line profits.

Key strengths include: New Market Identification, Customer Requirements Delineation, Product Development, Marketing Plan Development, Financial Analysis, Competitive Pricing, Product Positioning, Budgeting and Forecasting, Advertising and Promotions, Sales Analysis, Sales Support, Customer Relations, Business Alliances & Partnering, and Teambuilding.

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**PROFESSIONAL EXPERIENCE**

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**DIRECTOR****7/99- Present**

Management Development Systems, - Oakland, CA.

A Business Consulting and Advisory Firm that works with management on integrating market strategy with financial management. Clients cover a range of industries, and sizes and include business expansions, start-ups, turnarounds and acquisitions. Services include feasibility analysis, financial performance assessment and improvement, balance sheet restructuring, cash flow analysis, business valuations, joint venture analysis, licensing, strategic planning, competitive analysis, market research, market segmentation and positioning, etc.

**STRATEGIC MARKETING ANALYST**

Anabolic Laboratories, Inc. - Irvine, CA.

**5/96-7/99**

A developer, manufacturer and marketer of pharmaceutical and nutritional products targeting niche and specialty markets with 250 employees generating \$30 million in annual sales. Reporting to the General Manager and Board of Directors, created, developed, and initiated the implementation of two business plans for greater penetration of the prescription drug and nutritional supplement markets. Identified market opportunities where the company could develop and sustain a competitive advantage.

**MARKETING MANAGER**

Zymed Laboratories, Inc. - South San Francisco, CA.

**1995-1996**

Company provides over 1,000 immunochemicals for medical research laboratories. Hired by the Director of Marketing to analyze historical sales by product line, geography, user group and biological function in order to identify trends and areas of focus for product development and sales concentration.

**Nora C. Hanna**  
 824 Miller Avenue  
 South San Francisco, CA 94080  
 Phone: 650 573 8637 Fax: 650 583 3565  
 Email: [norahanna@aol.com](mailto:norahanna@aol.com)

### **Summary of Qualifications:**

Extensive experience in all phases of the fashion industry with hands-on background in design, product development, marketing, packaging, purchasing, management, and business development.

### **Professional Experience:**

#### ***President, Hanna & Associates 1994- present***

Consulting firm developed for manufacturers in the fashion business to provide services, which included product development, sourcing, operations, marketing, policy and procedures, color and trend forecasting.

#### ***Vice-President, Merchandise NONY NEW YORK 1992-1994***

Designed and produced accessory lines for major department stores, mass merchants, chain stores, boutique stores and an international customer base. Responsible for diversifying the company into several new categories. Instituted color and trend forecasting, company standards for higher quality merchandise. Traveled extensively.

#### ***Senior Merchant, ACCESSORY LADY 1987-1992***

Responsible for developing color and trends for a 135-store chain. Immediate response to market trends based on research in the domestic and foreign markets. Supervised and trained seven buyers, fourteen assistant buyers and planners. Designed private label merchandise for all categories carried throughout the chain. Worked with buying staff to accommodate customer needs; facilitated and expedited manufacturing procedures domestically as well as internationally. Traveled extensively.

#### ***Director of Product Development, CARTER HAWLEY HALE, INC. 1985-1987***

Instituted private label programs for all Carter Hawley Hale divisions: Emporium-Capwell, Weinstocks, Broadway, Neiman-Marcus, etc. Financially responsible for 36% of total sales volume in the fashion accessory division. Traveled extensively.

#### ***Emporium-Capwell 1975-1985***

Buyer, Fashion Accessory Department  
 Buyer, Cosmetic Department  
 Associate Buyer, Handbag Department  
 Associate Buyer, Shoe Department  
 Assistant Buyer, Shoe Department  
 Department Manager, Shoe Department  
 Assistant Department Manager, Housewares  
 Sales Clerk, Various Departments  
 Executive Training Program



## GREGGORY STUART WALDAU

1456 Page Street -- San Francisco, CA 94105

### EMPLOYMENT HISTORY:

#### SF Small Business Development Center

Contracted Consultant

*Dec '01 ~ Present*

*San Francisco, CA*

Duties divide evenly between intake of Business-Ready entrepreneurs, and In-Business clients. Specializing in record-keeping and financial reporting I assist small business owner/operators maintain all legally required records and develop historical data for those seeking debt or equity funding (over 1.8 million dollars in 2001). Raise *SF SBDC Program Income* teaching quarterly QuickBooks Pro classes.

#### SCORE

Counselors-To-America's-Small-Business  
Office Manager

*July '98 ~ September '01*

*San Francisco, CA*

In addition to providing one-to-one and group counseling sessions, I maintained the ACCESS database of all SCORE clients, speakers, and volunteers. Bookkeeping duties included both the Chapter's finances as well as those for the *Small Business Administration's ENTREPRENEUR CENTER MARKETING FUND*. Other responsibilities included reviewing and awarding service contracts for office supplies and equipment, coordinating calendars, making travel arrangements, generating & distributing reports, preparing presentations and monitoring all budgets. Semi-monthly I produce the Agendas for, and minute, Executive Committee & General Membership meetings. On a monthly basis I coordinated all mass mailings, updated Public Service Announcements and create SCOREBOARD, the Chapter's Newsletter.

#### DechTar Direct

Copywriter / House-Writer

*1994 ~ 1998*

*San Francisco, CA*

Developed *DechTar* specific job descriptions, and produced separate Policy & Procedure Manuals for all departments; composed copy for monthly lead generation campaigns, developed info-mercial scripts and worked in video post production.

#### Spindrift Consulting (Partner)

House-Writer / Seminar Leader

*1993 ~ 1993*

*Sausalito, CA*

Conducted Human Resource seminars to small businesses on a contracted basis, assisted in the preparation of company specific Policy & Procedure Manuals, and developed forensic job descriptions.

#### Discount Medical Books, Inc.

Owner / Manager

*1989 ~ 1993*

*San Francisco, CA*

All Policy & Procedure decisions, purchasing, Front and Back Office procedures, including bookkeeping, HR, payroll, and benefits administration.

#### STACEY'S - BroDart

Mgr Textbook Division

*1979 ~ 1989*

*San Francisco, CA*

Maintained the fiscal integrity of the textbook departments in forty-one retail locations; supervised sales and buying staff, prepared budgets, developed and tracked sales projections.

### EDUCATION:

BA/History with a minor in English Literature December 1978. Course work emphasizing the Military Consequences of Economic Strategies completed at Trinity College (Cambridge), Santo Tomas (Manila) and the University of Lima (Lima). Thomas Jefferson State College (GrandValley, VI).

Continuing education unites include work-shops and seminars in all updates to Micro-soft Office applications, Legal Structuring for Small Businesses, 'QuickBooks for 'Small Business', and EDD updates in recent court decisions affecting Human Resources and Benefits Management.







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 25, 2002

**B14**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GRANT**

**Authorization of a Special Services Contract**

**(Resolution No. 020425-B14)**

## **BACKGROUND INFORMATION:**

A prior resolution (010830-B13) was approved by the Board of Trustees, on August 30, 2001, designating The Rsmart Group, Inc. (TRG) of Phoenix, Arizona, as the technology partner to provide specific technology development services for the National Articulation and Transfer Network (NATN). The contract with TRG was for the period, October 1, 2001 through September 30, 2002, the first year of a three-year seed-grant awarded by the U.S. Department of Education to City College on behalf of the NATN initiative and under the program, Fund for the Improvement of Post Secondary Education (FIPSE). City College serves as the lead institution and fiscal agent for the NATN. The specific tasks undertaken by TRG under this contract have included the following:

1. Development of the initial server system for internal communications and development;
2. Development of requirements for the "basic" version of the network site, including three basic components: (a) articulation/transfer, (b) communications, and (c) college information; and
3. Assisting the NATN office to prepare for the early adopters and pilot implementation of the network site.

In the original FIPSE proposal, which was only funded at the level of \$875,000 over the three-year period, the overall plan for developing NATN was estimated to cost in excess of \$10 million, of which the initial FIPSE funding was just a beginning.

04/25/02 – B14 page 1

### **BOARD OF TRUSTEES**

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DR. PHILIP R. DAY, JR., CHANCELLOR

To supplement the seed-funding grant, a Congressional Earmark Allocation has been awarded as an augmentation through FIPSE to the City College of San Francisco (\$800,000 for one-year), of which \$625,000 is designated to continue the technology development services by TRG. The specific tasks to be undertaken by TRG under the supplemental contract will include the following:

1. Completing the documentation and training materials for the "basic" version and components of the NATN network site;
2. Development of the requirements for the "advanced" version of the network site, including two new components: (a) educational and career planning and (b) student tracking and monitoring;
3. Development of the production server system to support the network site and its external users; and
4. Constructing and documenting the "advanced" components of the network site.

*A long-range technology development plan illustrating future network capabilities is attached.*

The Rsmart Group has a small core staff dedicated to the NATN project and will expand the staff to support the above development activities. The development, testing, and release of the new components and the advanced version will enable NATN to begin deployment of the network site at ten pilot locations throughout the country in 2002-03.

The total cost of the contract with The Rsmart Group is \$625,000 for the period, May 1, 2002 through April 30, 2003.

#### **RECOMMENDATION:**

RESOLVED: That authorization is hereby given for approval to contract with the Rsmart Group, Inc., for \$625,000 for the period May 1, 2002 through April 30, 2003, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Philip R. Day, Jr. Chancellor, Originator

### College Information

- School Search
- Financial Assistance
- College Web Site
- College Tour
- Real-time Assistance
- Schedule Synchronization

### Articulation/Transfer

- Single Reference
- 2/4 Articulation
- Criterion Reference

### Student Information

- Life-long Profile
- Access/Testing
- Acceptance
- Student Ownership of Data
- "Barrier-Breakdown"

### Student Tracking

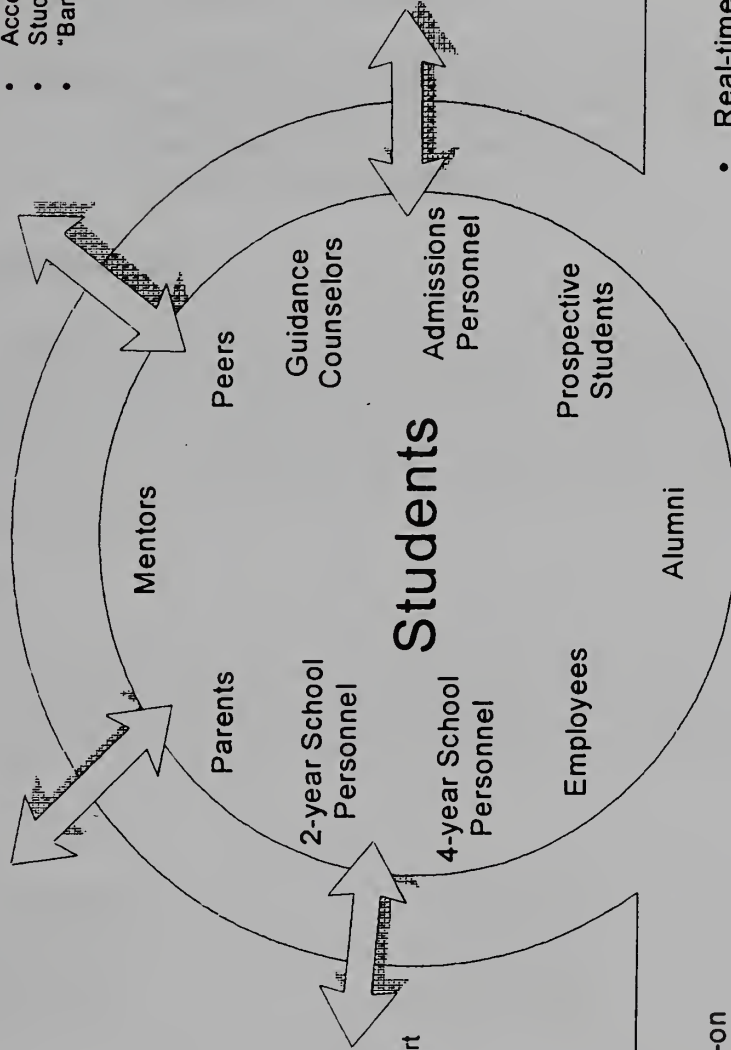
- Program Research
- Maintain Program Integrity

### Guidance/Assistance

- Educational Planning
- Career Planning
- Real-time Mentor Support
- Real-time Counselor Support
- Real-time Peer Support
- Real-time Alumni Support
- Degree Audit
- Game of Life!

### Distance Learning

- CC Courses Accelerated in HS
- Supplementary Courses & Information
- Life-long Learning, Information, & Support
- Constituency-specific Content



## Core Technology Services

- Single Sign-on
- Personalization
- Membership Management
- Shared Schedule
- Search Services

- Real-time Chat
- Threaded Discussion
- Context-sensitive Chat
- Personalization
- Globalization (multi-lingual)







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 25, 2002 **C1**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: EQUIPMENT, SUPPLIES & SERVICES**  
**Procurement of Equipment, Supplies,**  
**Services, Etc., less than \$3,000**  
**(Resolution No. 020425-C1)**

## BACKGROUND INFORMATION:

Listed below is a summary of purchases for equipment, supplies, and services in individual amounts of less than \$3,000. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

## RECOMMENDATION:

**RESOLVED:** That approval be and is hereby given for the procurement of the equipment, supplies, services, etc., totaling \$419,388.49 individual amounts of less than \$3,000 not heretofore approved as summarized and detailed below:

Direct Payments	\$ 55,665.29
Purchase Orders	269,334.78
Travel/Mileage	<u>94,388.42</u>
GRAND TOTAL:	\$ 419,388.49

James Kendrix, Originator

04/25/02 - C1 page 1

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DR. PHILIP R. DAY, JR., CHANCELLOR





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:** April 25, 2002

**C2**

**To:** Board of Trustees

**From:** Dr. Philip R. Day, Jr., Chancellor

**Subject: EQUIPMENT, SUPPLIES & SERVICES**  
**Procurement of Equipment, Supplies,**  
**Services, Etc., more than \$3,000**  
**(Resolution No. 020425-C2)**

## BACKGROUND INFORMATION:

The following departmental requests for the purchase of supplies, equipment, and services have been received. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

## RECOMMENDATION:

**RESOLVED:** That approval be and is hereby given for the procurement of the equipment, supplies, services, as detailed in Attachment "A".

**GRAND TOTAL: \$1,414,946.36**

James Kendrix, Originator

04/25/02- C2 page 1

## BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR





Fund	Org	Acct	Prog	Aty	Department	Vendor	Doc #	Amount	Description
UPFX	6464	4303	6499	C	Partnership for Excellence	New West Business Forms	DP98566	4,364.39	Supplies
UPFX	7546	4303	1000	C	Partnership for Excellence	Omega	PO78862	6,130.45	Supplies
U	40	5801	6600	S	Public Information	KBHK	PO98824	6,000.00	Advertising
U	2530	6413	6780	S	ITS-Systems and Operations	Lilien Systems	PO97326	13,309.23	Equipment
U	3542	5640	6550	S	M&R - Buildings	James Flowers=Services	DP88996	4,296.92	Maintenance
U	3562	4301	6770	S	College Services	Office Depot Inc.	ODDS1024	5,893.72	Supplies
U	3562	4301	6770	S	College Services	Office Depot Inc.	ODDS1018	5,955.88	Supplies
U	3562	4303	6770	S	College Services	Office Depot Inc.	ODDS1018	5,889.71	Supplies
U	3569	5640	6770	S	Custodial Services	Vulcan Fire Protection	PO99176	5,000.00	Maintenance
U	4900	5130	6600	S	Central Services	Community College League Of California	TP90244	20,145.00	Dues
U	4900	5190	6600	S	Central Services	Mason Tillman Associates, Ltd.	DP90238	14,889.93	Consulting
U	4900	5410	6770	S	Central Services	Robert F. Driver Company, Inc.	DP90754	9,145.00	Insurance
U	4900	5903	6770	S	Central Services	City & County of San Francisco	TP90239	477,000.00	City Services
U	4900	5912	6720	S	Central Services	Brink's Incorporated	TP87709A	3,319.66	Other Services
U	4900	6433	6720	S	Central Services	Computerland	POA0802	3,651.55	Equipment
U	6464	4303	6499	C	African Am Achievement	New West Business Forms	DP98568	5,455.00	Supplies
					<b>Subtotal Unrestricted</b>			<b>590,446.44</b>	
42120M	8062	6203	7100	T	TECH-Districtwide Technology Netwrk	Angus Hammer Networking	CT96738	3,999.99	Project Management
42120M	8067	6203	7100	T	TECH-Districtwide Technology Netwrk	Angus Hammer Networking	CT96738	7,480.01	Project Management
42110C	8059	6202	7100	R	REN-LRC Ext Door Repl-Const	Automatic Door Systems	CT96398	35,967.00	Construction
42110C	8059	6202	7100	A	REN-33 Gough Door Operator	Automatic Door Systems, Inc.	PO96952	3,577.00	Construction
42109C	8069	6202	7100	A	Ada-Stidnt Hlth B201 Dr Oper-Const	Automatic Door Systems	TP96380	3,233.00	Construction
42084C	8064	6202	7100	R	REN-So Gym Locker Room Renovation	Pro-Med Products Inc	PO96990	3,597.76	Construction
42051C	8067	6202	7100	H	EOPS Facility Replacement	Benches Etc.	PO99131	3,401.48	Construction
42045P	8051	6201	7100	H	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009A	7,977.25	Planning
42045P	8051	6201	7100	R	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009A	10,132.98	Planning
42045P	8051	6201	7100	E	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009A	59,156.97	Planning
42045P	8052	6201	7100	C	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009A	9,999.97	Planning
42045P	8510	6201	7100	A	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009A	10,834.05	Planning
42045P	8510	6201	7100	R	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009A	11,661.72	Planning
42045P	8510	6201	7100	H	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009A	32,213.99	Planning
42045P	8510	6201	7100	E	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009A	40,975.01	Planning
420678	8054	6202	7100	H	SM 00-01 Conlan Hall-Repl Elev Cont	San Francisco Elevator	TP99513	75,099.00	Construction
420677	8053	6202	7100	H	SM 00-01 CC-Sa Hall Roof Repl	IMR Roofing Corporation	CT96962A	225,756.20	Construction
412847	130	6203	7100	S	HM 00-01 #1-2 Cnln Air Qlty Corr HV	RGA Environmental, Inc.	DP96449	3,550.00	Project Management
412022	130	6202	7100	S	S. E. Equipment, Phase II	M.G. West	PO88123	5,304.94	Construction
211201	7373	4303	2100	S	CA EC Mentoring Prog 00-01	Evergreen Communications	PO98632	3,355.00	Supplies
141630	9320	6414	6120	C	Library-Commissions/Fines	Clark Security Products	PO98737	4,348.70	Equipment
140045	4010	4303	6200	S	Admissions & Records	Micro WarehouseDONOTUSE	PO97581	5,976.95	Supplies
140045	4026	5350	6600	S	Admissions & Records	Prestige Graphics, Inc.	DP98857	8,400.00	Postage
140045	4026	5350	6600	S	Admissions & Records	Prestige Graphics, Inc.	DP98858	11,130.00	Postage
125502	7620	5803	1500	N	Institute for International Students	Study In The U.S.A., Inc.	DP79382	4,651.00	Advertising
125501	9220	6414	6820	N	Continuing Education Fees	Ceramics & Crafts Supply Co.	PO93975	10,199.02	Equipment
125013	7720	5190	1200	C	Ca Endowment HCI Training	Mt. San Antonio Community College Dist	TP98549	8,000.00	Consulting
123854	4042	6413	6460	S	Inst Equip BlkGmt-One Time	Arsys Innotech Corporation	POA0601	13,655.82	Equipment
123854	9500	5633	6010	C	Inst Equip BlkGmt-One Time	Dell Financial Services	DP97322	13,090.15	Equipment
123853	7232	6413	1900	C	Inst Equip On Going Gmt 00-01	Dell Computer Corporation	PO97309	4,824.83	Equipment
123853	7232	6413	1900	C	Inst Equip On Going Gmt 00-01	Dell Computer Corporation	PO97318	9,546.96	Equipment



Fund	Org	Acct	Prog	Atty	Department	Vendor	Doc #	Amount	Description
123706	7334	5190	2100 N		Foster Parent Education Prgm 01-02	Connie Communications	TP98541	5,100.00	Consulting
123706	7334	5190	2100 N		Foster Parent Education Prgm 01-02	Fairmont Hotel	TP98546	9,800.00	Consulting
123631	6466	5210	6499 C		Transfer & Articulation Prog 00-02	Ramada Plaza Hotel	DP89225	3,712.80	Travel
123631	6466	5210	6499 C		Transfer & Articulation Prog 00-02	El Camino Charter Lines, Inc.	DP89223	4,079.90	Travel
123631	6466	5210	6499 C		Transfer & Articulation Prog 00-02	Ramada Plaza Hotel	DP89224	5,443.20	Travel
123527	6210	5190	6499 S		FSS/MCHS Year 3- 01-02	Raygosa E	PS98563	4,095.00	Consulting
123525	50	5190	6600 S		FSS-Center for Stud Success Yr-2	Meehan K	PS98543	5,000.00	Consulting
123525	50	5190	6600 S		FSS-Center for Stud Success Yr-2	Doty A	PSA1520	5,000.00	Consulting
123525	50	5190	6600 S		FSS-Center for Stud Success Yr-2	Pham N	PS98544	5,000.00	Consulting
123516	50	5190	6600 S		FSS-Center for Stud Success Yr-1	Barton M	PSA1521	5,000.00	Consulting
123115	7905	7702	7320 N		FSS-Center for Stud Success YR-1	Hess S	PS98542	5,000.00	Consulting
123115	7905	7702	7320 N		Calworks Program 01-02	All Seasons Realty	TP98548	5,440.00	Work Study
122512	7114	4303	900 N		Calworks Program 01-02	Pinney's Baking Company	TP98547	9,500.00	Work Study
121531	7175	5190	900 N		SFDHS/Const Training Center	Home Depot	POA0501	4,396.69	Supplies
121531	7175	5190	900 N		Vatea T1B-Statewide Sp Proj Collabr	Babiarz N	PSA0502	11,690.00	Consulting
121509	7173	5190	6010 S		Vatea IIC 2001-2002	Luce Z	PS98277	11,690.00	Consulting
121509	7756	6413	1200 C		Vatea IIC 2001-2002	Alison Nordstrom & Associates Inc.	TPA1522	7,500.00	Consulting
121208	7232	6413	1900 C		NSF/CCSN/FLASH 99-01	Micro WarehouseDONOTUSE	PO98683	3,048.86	Equipment
121208	7232	6413	1900 C		NSF/CCSN/FLASH 99-01	Dell Computer Corporation	PO97309	5,021.76	Equipment
121193	5153	5190	6020 S		NSF Biolink 00-01	Dell Computer Corporation	PO97318	9,546.96	Equipment
121193	5153	5210	6010 S		NSF Biolink 00-01	Charles G	PS90921	19,963.00	Consulting
121193	5153	5210	6010 S		NSF Biolink 00-01	Commodore Dining Events	TP90928	3,375.00	Travel
121193	5153	5210	6010 S		NSF Biolink 00-01	UC Regents	TP90927	25,000.00	Travel
					Subtotal Restricted			824,499.92	
					Total Unrestricted and Restricted			1,414,946.36	







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 25, 2002 **C4**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr. Chancellor

**Subject:** **DISPOSAL OF EQUIPMENT**  
**Disposal of Personal Property with Insufficient**  
**Sales Value**  
**(Resolution No. 020425-C4)**

## BACKGROUND INFORMATION:

It has been determined that the property identified in Schedule A is unsatisfactory and not in serviceable condition, and is of insufficient value to defray cost of arranging a Sale. It is recommended that the property be disposed of through recycling or through Regular waste disposal services.

California Education Code Section 81452 reads in part as follows: " (c) If the Board by a Unanimous vote of those members present, finds that the property is of insufficient value to defray the cost of arranging a sale, it may be disposed of in the local public dump".

The College has implemented a program where it makes such property available to Got Junk and Scarp Scrounger's center for reusable art parts, non profits organizations, prior to disposal.

## RECOMMENDATION:

**RESOLVED:** That authorization is hereby granted to dispose of all unsatisfactory and unserviceable equipment listed on Schedule A,

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the College to effectuate this resolution.

James Kendrix, Originator

04/25/02 – C4 page 1

### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

# THE UNIVERSITY OF CHICAGO



THE UNIVERSITY OF CHICAGO  
DIVISION OF THE PHYSICAL SCIENCES  
DEPARTMENT OF CHEMISTRY  
5708 S. UNIVERSITY AVENUE  
CHICAGO, ILLINOIS 60637  
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FAX: (773) 835-3101  
WWW: WWW.CHEM.UCHICAGO.EDU

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Item Name	MFG.	Model No.	Serial No.	C.C.S.F.	Acquisition	Orig. Cost	Appr. Value	Department
Monitor	Suprmac	MN-105	2003602		4/3/91	2850.00	25.00	Rosenberg Library
Scanner	Microtec	MSF300ZS	S0B03708394		4/3/91	1797.00	25.00	Rosenberg Library
Printer	Apple	IINTX	CA052D30%M600		4/3/91	3103.00	25.00	Rosenberg Library
Computer w/ Keyboard	Apple	lici	F11223CX765		4/3/91	3750.00	50.00	Rosenberg Library
Electric Kiln	W.E. Mushet	FL2445	629813		N/A	N/A	0.00	Ft. Mason Campus
Wyse 286	Wyse	N/A	CCSFPD#040758		N/A	N/A	N/A	Library
Best PC 386SX	Best PC	N/A	N/A		N/A	N/A	N/A	Library
Best PC 386-25	Best PC	N/A	N/A		N/A	N/A	N/A	Library
Best PC 386-40	Best PC	N/A	N/A		N/A	N/A	N/A	Library
14" Qume monitor	Qume	N/A	TE 6103995		N/A	N/A	N/A	Library
15" Micron Monitor	Micron	N/A	708007R102C2751K		N/A	N/A	N/A	Library
Wyse 50 Terminal	Wyse	N/A	10600252		N/A	N/A	0.00	Library
Barcode Reader	Intermee	9510	9510-92042201243		N/A	N/A	N/A	Library
Multiplexer	N/A	XR5141	09-06676		N/A	N/A	N/A	Library
P90 Micron	Micron	P90	428763-0019		N/A	N/A	N/A	Library
P90 Micron	Micron	P90	428763-0020		N/A	N/A	N/A	Library
P90 Micron	Micron	P90	428763-0024		N/A	N/A	N/A	Library
P90 Micron	Micron	P90	428763-0025		N/A	N/A	N/A	Library
P90 Micron	Micron	P90	428763-0010		N/A	N/A	N/A	Library
P90 Micron	Micron	P90	428763-0026		N/A	N/A	N/A	Library
P75 Micron	Micron	P75	564619-0001		N/A	N/A	N/A	Library
P100 Micron	Micron	P100	617622-0010		N/A	N/A	N/A	Library
P100 Micron	Micron	P100	617622-0011		N/A	N/A	N/A	Library
P166 Micron	Micron	P166	866842-0003		N/A	N/A	N/A	Library
P166 Micron	Micron	P166	866842-0014		N/A	N/A	N/A	Library
P166 Micron	Micron	P166	875401-0002		N/A	N/A	N/A	Library
P166 Micron	Micron	P166	875401-0009		N/A	N/A	N/A	Library
P166 Micron	Micron	P166	875401-0010		N/A	N/A	N/A	Library
P166 Micron	Micron	P166	875401-0013		N/A	N/A	N/A	Library
P166 Micron	Micron	P166	875401-0017		N/A	N/A	N/A	Library
P166 Micron	Micron	P166	875401-0020		N/A	N/A	N/A	Library
P90 Micron	Micron	P90	428763-0017		N/A	N/A	N/A	Library
PC 286	N/A	N/A	A05256419		N/A	N/A	N/A	Library
15" Micron Monitor	Micron	N/A	264R136783 G		N/A	N/A	N/A	Library
SLK 3022C PC	SLK	N/A	2002821		N/A	N/A	N/A	Library
Wyse PC 286	Wyse	N/A	1531105940		N/A	N/A	N/A	Library





Item Name	MFG.	Model No.	Serial No.	C.C.S.F.	Acquisition	Orig. Cost	Appr. Value	Department
Wyse PC 286	Wyse	N/A	1531105940		N/A	N/A	N/A	Library
P90 Micron	Micron	P90	428763-0001		N/A	N/A	N/A	Library
P90 Micron	Micron	P90	428763-0002		N/A	N/A	N/A	Library
P90 Micron	Micron	P90	428763-0004		N/A	N/A	N/A	Library
P90 Micron	Micron	P90	428763-0005		N/A	N/A	N/A	Library
P90 Micron	Micron	P90	428763-0007		N/A	N/A	N/A	Library
P90 Micron	Micron	P90	428763-0009		N/A	N/A	N/A	Library
P90 Micron	Micron	P90	428763-0013		N/A	N/A	N/A	Library
P90 Micron	Micron	P90	428763-0015		N/A	N/A	N/A	Library
P90 Micron	Micron	P90	428763-0018		N/A	N/A	N/A	Library
PC Computer & Monitor	US Mach	N/A	60887628		N/A	N/A	N/A	Cloud Hall
Electric Kiln	Kiln, Inc.	FL2445	629813		N/A	N/A	N/A	Ft. Mason Campus





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**G1-G9**

**DATE:** April 25, 2002  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor  
**Subject:** Academic Employees  
Credit Program/Non-Credit Program  
District Funded  
City College of San Francisco  
(Resolutions 020425-G1-G9)

## BACKGROUND INFORMATION:

These resolutions cover district funded academic employees appointments and/or other related personnel transactions. Unless otherwise indicated in the resolution, appointments are classified as temporary. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

## BOARD OF TRUSTEES

RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR



RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester and department shown. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

**FALL 2001**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

	<u>Name</u>	<u>Department</u>	<u>Division</u>
+	Johnson, Dennis R	English As a Second Language	NonCredit
	Kinsbourne, Sabrina M	Health Care Technology	Credit

G1 Fall 2001: 2

**SPRING 2002**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

	<u>Name</u>	<u>Department</u>	<u>Division</u>
+	Ayala, Hilda M	English As a Second Language	NonCredit
+	Bates, Stanley B	Bus/Office Tech/Small Bus	NonCredit
	Cagnacci, James E	Human Resources	Credit
+	Chen, Pearl B.	Counseling	Credit
+	Clark, Ophelia	Human Resources	NonCredit
	Dangelo, Jack E	Bus/Office Tech/Small Bus	NonCredit
	Elliott, Barbara B	Licensed Vocational Nursing	Credit
+	Ferrara, Lawrence	Music	Credit
	Franco, Maria Dolores	Counseling	Credit
	Freeman-Mcguire, Micha	Licensed Vocational Nursing	Credit
	Gamboa, Robert M	English	Credit
+	Hendricks, Joann	Bus/Office Tech/Small Bus	Credit
	Johnson, Christopher P	Bus/Office Tech/Small Bus	NonCredit
+	Johnson, Dennis R	English As a Second Language	NonCredit
	Kaushik, Dorothy P.	Licensed Vocational Nursing	Credit
+	Keech, Gregory	English As a Second Language	NonCredit
+	Kitchin, Deborah A	Bus/Office Tech/Small Bus	NonCredit
	Lyau, Pamela W	Phys Education & Dance	Credit
	Miller, David J	Bus/Office Tech/Small Bus	Credit
+	Morales, Leslie	Bus/Office Tech/Small Bus	Credit
+	Moss, George	Social Science	Credit
	Nalty, Angelita V	English As a Second Language	NonCredit
+	Nance, Glenn R	Human Resources	Credit
	Prince, Morna M	Health Care Technology	Credit
	Riley, Sheila Marion	English As a Second Language	NonCredit
	Rincon, Dory P	Health Care Technology	Credit

## EMPLOYEES: General Fund, Unrestricted

+ Rooney, Maureen Y	English As a Second Language	NonCredit
+ Santos, Donald A	Art	Credit
+ Shestople, Mary E	Licensed Vocational Nursing	Credit
+ Small, William L	English As a Second Language	NonCredit
* Smith, Natalie	Bus/Office Tech/Small Bus	Credit
Spears, Joseph L	Computer & Information Science	Credit
Sztundel, Ksiel Wolf	Labor Studies	NonCredit
+ Thompson, Sarah	Counseling	Credit
+ Thompson, Sarah	Health Science	Credit
+ Thornton, Kyle Richard	Phys Education & Dance	Credit
+ Ubungen, Josephine M	Career Dev & Placement Ctr	Credit

G1 Spring 2002: 37

Total for G1: 39

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and restricted program shown. Employment is contingent upon funds available in the applicable restricted program. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

**SPRING 2002**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Grant</u>	<u>Division</u>
+ Brown, Eleanor R	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Brown, Jessica Janiece	Matriculation	Matriculation- Credit 2001-2002	Credit
Delgado, John F	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Fregly, Carol A	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Illick, Shirley A	Matriculation	Matriculation- Credit 2001-2002	Credit
Jenkins, Alvin	Extended Oppo Prog & Services	EOPS Part A, B, & C 01-02	Credit
Rose, Meredith	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Webb, Rachel	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Wilson, Joan	Matriculation	Matriculation- Credit 2001-2002	Credit
Zimmerman, Susan Louise	Matriculation	Matriculation- Credit 2001-2002	Credit

G2 Spring 2002: 10

Total for G2: 10

Total Records: 49

Academic EmployeesTemporary AppointmentsTenure Review

**RESOLVED:** That the following academic employees be temporarily appointed to Tenure Review Assignments for the period January 15, 2002 through May 24, 2002, for the hours indicated. The activity is funded by the District General Fund, Appropriation #U-5120-1422-Program-C. Salary shall be in accordance with the appropriate salary schedule for instruction, non-instructional rate.

NAME	FROM: (January)	TO: (May)	DEPT	PROGRAM
Baird, Roger	9	9	ART	7504
Bass, Dana	18	18	CIS	7210
Beavers, Mary Kay	18	18	MATH	7272
Brown, Brenda	18	18	COUN	6469
Brown, Harold III	9	9	PED	7768
Cabahug, Elma	18	18	ESL	7612
Chang, Hortensia	18	18	DSPS	7320
Chin, Jessie	9	9	COUN	6469
Chong-Delon, Patty	17	17	COUN	6469
Clark, Ann	9	9	COUN	6469
Clark, Sunny	17	17	SHS	6460
Cook, Venette	18	18	ESL	7612
Cotter, Dorena	18	18	DSPS	7320
Curtis, Arthur	18	18	GRAPH	7528
Dawkins, Muriel	18	18	DSPS	7320
Dewar, Cynthia	36	36	ENGL	7512
Dore, David	9	9	BUS	7421
Duggan, Bradley	9	9	PED	7768
Endres, Rose	18	18	CIS	7210
Ferrara, Lawrence	9	9	MUS	7538
Gamba, Raymond	18	18	BEHV	7318
Gentile, Pamela	18	18	ESL	7612



020425 – G3 (Cont.)

Academic Employees

Temporary Appointments

Tenure Review

**RESOLVED:** That the following academic employees be temporarily appointed to Tenure Review Assignments for the period January 15, 2002 through May 24, 2002, for the hours indicated. The activity is funded by the District General Fund, Appropriation #U-5120-1422-Program-C. Salary shall be in accordance with the appropriate salary schedule for instruction, non-instructional rate.

NAME	FROM: (January)	TO: (May)	DEPT	PROGRAM
Gillette, Linda	18	18	ESL	7612
Gorham, Peggy	35	35	MUS	7538
Hagiwara, Tanako	9	9	PED	7768
Hammerich, Keith	18	18	H&R	7138
Hardiman, David	9	9	MUS	7538
Hayes, Daniel	17	17	PED	7768
Hayes, Donna	18	18	COUN	6469
Hayes, Donna	18	18	COUN	6469
Holbert, Raymond	17	17	ART	7504
Holden, Myrna	36	36	SHS	6460
Hubbell, Judy	18	18	MUS	7538
Johnson, Daniel	17	17	BUS	7421
Johnson, Dennis	18	18	SOSC	7342
Johnson, Gregory	18	18	CAREER	7176
Jones, Rita	9	9	LIBR	9320
Khan, Shehla	18	18	ESL	7612
Kuhns, Craig	9	9	BUS	7421
Lamha, Carmen	18	18	CIS	7210
Leber, Lorraine	17	17	GRAPH	7528
Legaspi, Linda	18	18	ENGL	7512
Leong, Winnie	18	18	FORL	7520
Lim, James	9	9	LIBR	9320

G1 to G9

04/25/02

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020425 – G3 (Cont.)  
**Academic Employees**  
Temporary Appointments  
Tenure Review

**RESOLVED:** That the following academic employees be temporarily appointed to Tenure Review Assignments for the period January 15, 2002 through May 24, 2002, for the hours indicated. The activity is funded by the District General Fund, Appropriation #U-5120-1422-Program-C. Salary shall be in accordance with the appropriate salary schedule for instruction, non-instructional rate.

NAME	FROM: (January)	TO: (May)	DEPT	PROGRAM
Lum, Jerry	9	9	GRAPH	7528
McCarthy, Denise	18	18	ESL	7612
McKnight, Lindy	9	9	SHS	6460
Mogar, Mariannina	18	18	CDEV	7334
Mueller, Madeline	9	9	MUS	7538
Nava, Lisa	18	18	RN	7725
Nayer, Louise	18	18	ENGL	7512
Nelson-Lundy, Jessica	18	18	ENGL	7512
Ogden, Aaron	18	18	H&R	7138
Oldham, Mary	9	9	BUS	7421
Oliver, Dave	18	18	GRAPH	7528
Oliver, Diane	18	18	GRAPH	7528
Palacio, Mitch	9	9	PED	7768
Randolph, Alvin	9	9	COUN	6469
Redick, Mary	9	9	GRAPH	7528
Reinhertz, Tannis	18	18	H&R	7138
Rico, Stephen	18	18	CDEV	7334
Rodrigues, Richard	9	9	ART	7504
Rosales, Maria	18	18	TRAN	7347
Rose, Arthur	9	9	BUS	7421
Rosenthal, Nadine	18	28	LIBR	9320
Scott, Diana	9	9	ART	7504

020425 – G3 (Cont.)  
**Academic Employees**  
**Temporary Appointments**  
**Tenure Review**

**RESOLVED:** That the following academic employees be temporarily appointed to Tenure Review Assignments for the period January 15, 2002 through May 24, 2002, for the hours indicated. The activity is funded by the District General Fund, Appropriation #U-5120-1422-Program-C. Salary shall be in accordance with the appropriate salary schedule for instruction, non-instructional rate.

NAME	FROM: (January)	TO: (May)	DEPT	PROGRAM
Stein, Alayah	9	9	SHS	6460
Szomathy, Agnes	9	9	LIBR	9320
Thiry, Pierre	18	18	CIS	7210
Valentine, Alexander	35	35	LIBR	9320
Vasquez, Maria	9	9	COUN	6469
Verdugo, Diana	18	18	EOPS	6440
Wendel, Nicole	18	18	ESL	7612
Wille, Pat	18	18	H&R	7138

020425 – G4

**RESOLVED:** That for the effective dates shown the following named academic personnel be granted leave of absence:

**Leave of**  
**Absence**

NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION	EFFECTIVE DATES
Whiteside, Anne	ESL/Phelan	17.P 60%	08/14/02 - 05/23/03

020425 – G5  
Amendment  
to Resolution

**RESOLVED:** That Resolution 010222-G3, Reduced Workload Pre-Retirement Reduction, be amended in part to show the following:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
<u>CHANGE</u> <u>FROM:</u>			
Bodet, Marie A.	ESL/Downtown	Work 80% every Fall and Spring	Fall 2001 - Spring 2011
<u>CHANGE</u> <u>TO:</u>			
Bodet, Marie A.	ESL/Downtown	Work 80% every Fall and Spring <u>Work 100% every Fall and 0% every Spring</u>	<u>Fall 2001 - Spring 2002</u> <u>Fall 2002 through Spring 2011</u>

020425 – G6  
Reduced Workload  
Pre-Retirement  
Reduction

**RESOLVED:** That the Academic Year indicated the following academic personnel be granted Reduced Workload - Pre-Retirement Reduction status at City College of San Francisco, subject to receipt of approval from the State Teachers' Retirement System, as follows:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
Gee, Coleen Ryder, Margaret E.	Counseling/Downtown ESL/Phelan	Work 50% every Fall and Spring Work 80% every Fall and Spring	Fall 2002 through Spring 2012 Fall 2002 through Spring 2007



020425 – G7  
Amendment  
to Resolution

**RESOLVED:** That Resolution 010531 – G9 Department Chairperson Stipends 2001-2002 be amended in part to show the following:

CHANGE  
FROM:

NAME	DEPARTMENT	STEP	STIPEND
Cate, Donald	Theater Arts	7	3,894.00

CHANGE  
TO:

Cate, Donald <u>(08/15/01 to 03/22/02)</u>	Theater Arts	7	3,894.00
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020425 – G8  
Amendment  
to Resolution

**RESOLVED:** That Resolution 020228 – G9 Department Chairperson Stipends 2001-2002 be amended in part to show the following:

CHANGE  
FROM:

NAME	DEPARTMENT	STEP	STIPEND
Brown, Steven (Spring only)	Environmental Horticulture and Floristry	1	1,743.00

CHANGE  
TO:

Brown, Steven ( <u>01/19/02 to</u> <u>05/24/02</u> )	Environmental Horticulture and Floristry	1	1,743.00
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020425 – G9  
Department  
Chairperson  
Stipends  
2001-2002

**RESOLVED:** That the following named supervisors be assigned additional responsibilities during the Academic year 2001-2002; payment for these responsibilities shall be the stipend amount indicated for the academic year and pro-rated to the days served.

NAME	DEPARTMENT	STEP	STIPEND
Collins, Susan (03/23/02 to 05/24/02)	Theater Arts	5	3,198.00





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

H1

**DATE:** April 25, 2002  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor  
**Subject:** Academic Employees  
Credit Program/Non-Credit Program  
Categorically Funded  
City College of San Francisco  
(Resolutions 020425-H1)

## BACKGROUND INFORMATION:

Resolutions 020425-H1 cover categorically funded temporary academic employees appointments and/or other related personnel transactions pursuant to the provision of California Education Code #87470. All Appointments are classified as temporary, when services are required and funds are provided. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

## BOARD OF TRUSTEES

RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR

H1

Page 1 of 3

04/25/02

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**RESOLVED:** That the following named persons be appointed to temporary part-time academic assignments for the semester department and grant shown. Employment is pursuant to Education Code section 87470 and contingent upon funds available the applicable Grant/Contract. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

**FALL 2001**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Grant</u>	<u>Division</u>
Perez, Jorge L.	Cal Works	Calworks Program 01-02	NonCredit
Ruiz, Marvin A	Cal Works	Temp Assist for Needy Family 01-02	Credit
Ruiz, Marvin A	Cal Works	Calworks Program 01-02	Credit
+ Shields, William F	Cal Works	Calworks Program 01-02	NonCredit

III Fall 2001 - 4

**SPRING 2002**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Grant</u>	<u>Division</u>
Alexander, Horace V	Vocational Nursing	ABI725 Staff Diversity 01-02	Credit
Aninao, Juan C	English As a Second Language	FSS-ESL Across Curriculum	Credit
Atkinson, Nathan E	Vocational Education	FSS-Learn to Earn More- Year 2	NonCredit
Begg, Connie M	Photo/Art Project at O'Connell H.S.	FSS/MCHS Year 3- 01-02	Credit
Blumenthal, Sheryl L	Cal Works	Calworks Program 01-02	Credit
Britton, Ruth B	English As a Second Language	USDE/SFSU Project Shine 2000-2001	Credit
Brunner, Edda S	Foreign Languages	Partnership for Excellence	Credit
+ Bunn, Christine E	Vocational Education	FSS-Learn to Earn More- Year 2	NonCredit
+ Chan, Nora L	English As a Second Language	FSS-ESL Across Curriculum	Credit
Chapman, Theresa	Mentoring & Service Learning	Partnership for Excellence	Credit
Chapman, Theresa	Vocational Education	FSS-Learn to Earn More- Year 2	NonCredit
+ Chun, Doris S	Foreign Languages	Partnership for Excellence	Credit
+ Curtis, Arthur B	Vocational Education	FSS-Learn to Earn More- Year 2	Credit
Donovan, Sharon Mari	English As a Second Language	FSS-ESL Across Curriculum	Credit
+ Dore, David A	Contract Education	Futton, Inc. - 2	NonCredit
+ Durighello, Joy A	English As a Second Language	FSS-ESL Across Curriculum	Credit
+ Elzie, Andrea B	Child Dev. & Family Studies	Center Based 2001-2002	Credit
Foo-Colon, Beverly A	Counseling	FSS/MCHS Year 3- 01-02	Credit
+ Grant, Fumiko Y	Foreign Languages	Partnership for Excellence	Credit
Guzman, Rosa E	Counseling	FSS/MCHS Year 3- 01-02	Credit
Hector, Gina Wood	English As a Second Language	FSS-ESL Across Curriculum	Credit
+ Hom, Grace	Counseling	FSS/MCHS Year 3- 01-02	Credit
Johnson, Christopher P.	Vocational Education	FSS-Learn to Earn More- Year 2	NonCredit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: Categorically Funded.

+ Johnson, Gregory A	Vocational Education	Vatea TIB/Foothill Bay Area Reg Occ	NonCredit
+ Johnson, Rosemary	Cal Works	Calworks Program 01-02	Credit
Kearsley, Jeanne	English As a Second Language	ABE 321-Workforce Investment 01-02	NonCredit
+ Keech, Gregory	English As a Second Language	English Literacy & Civics ED Grant	NonCredit
+ Kitchin, Deborah A	English As a Second Language	FSS-ESL Across Curriculum	Credit
Landes, David L	English As a Second Language	FSS-ESL Across Curriculum	Credit
Lee, Sau Fong	Health Care Technology	WIA/Pic Caregiver Training	NonCredit
Lee, Terrence	Counseling	FSS/MCHS Year 3- 01-02	NonCredit
Marinoff, Joani Elle	English As a Second Language	FSS-ESL Across Curriculum	Credit
+ McCarthy, Denise Kath	Vocational Education	FSS-Learn to Earn More- Year 2	NonCredit
+ Meunier-Fiebelkorn, Murie	Child Dev. & Family Studies	State Preschool Full Day 01-02	Credit
+ Meunier-Fiebelkorn, Murie	Child Dev. & Family Studies	Orfalea Family Foundation	Credit
Mize, Naoma L	Counseling	FSS/MCHS Year 3- 01-02	NonCredit
Nicholson, Joseph W	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
Olhiser, Burt	Contract Education	San Francisco Airport Comm - 39	NonCredit
O'Neil-Annis, Kelley S	English As a Second Language	English Literacy & Civics ED Grant	NonCredit
Osteraas, Leena K	Counseling	FSS/MCHS Year 3- 01-02	NonCredit
+ Peck, Daniel	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
Potter, Elizabeth A	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
+ Racek, Barbara M	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	Credit
Reed, Robert W	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
Reynolds, Stanislaus G	Contract Education	San Francisco Airport Comm - 39	NonCredit
+ Rosales-Uribe, Maria	Teachers' Resource Center	FSS-Institutionalization ESL/Civic	Credit
+ Rowland, Regina	English As a Second Language	FSS-ESL Across Curriculum	Credit
Ruiz, Marvin A	Cal Works	Temp Assist for Needy Family 01-02	Credit
Ruiz, Marvin A	Cal Works	Calworks Program 01-02	Credit
Sanchez, Ana Maria	Counseling	FSS/MCHS Year 3- 01-02	Credit
+ Seymour, Sharon S	English As a Second Language	FSS-ESL Across Curriculum	Credit
Silverman, Herb M	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
Sneed, Jane W	Vocational Education	FSS-Learn to Earn More- Year 2	NonCredit
+ Spingola-Connolly, Jeanni	Cal Works	Calworks Program 01-02	NonCredit
+ Ta, Hoa M	English As a Second Language	FSS-ESL Across Curriculum	Credit
+ Tang-Quan, Ethel I	Mentoring/ Service Learning	Partnership for Excellence	Credit
- Velleno, Dianne C	Child Dev. & Family Studies	Orfalea Family Foundation	Credit
Wells, Wallace E	Counseling	FII/TRDP Y2 CT#00-0137-004	Credit
+ Yu, Raymond K	Cal Works	Calworks Program 01-02	NonCredit

H1 Spring 2002. 59

Total for H1: 63

Total Records: 63





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 25, 2002 **L1**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** Human Resources  
Authorization to amend employment Contract (s)  
(Resolution No. 020425 - L1)

## BACKGROUND INFORMATION:

The Board of Trustees by Resolution No. 791120-B1 has made available to its employees the provisions of Section 403 (b) of the United States Internal Revenue Code and Section 17501 of the California Revenue and Taxation Code.

Employees of the San Francisco Community College District may enter into an amendment of their employment contracts for the purpose of effecting a reduction in the salaries paid to such employees, and that for each employee who voluntarily elects to accept such reduction in his or her salary, the San Francisco Community College District shall, as directed by such employee, a) purchase, with an amount equal to the reduction in salary, a nontransferable annuity contract issued by an insurance company selected by the employee concerned, or b) contribute an amount equal to such reduction in salary to a custodial account of a custodian selected by the employee, in which all rights under said custodial account shall be exercisable by the employee concerned.

## RECOMMENDATION:

**RESOLVED:** That the Board of Trustee of the San Francisco Community College amend employment contract for the purpose of (a) purchasing tax sheltered annuities, (b) contributing to tax sheltered custodial accounts, for those employees requesting such purchases or contributions, and (c) termination of the amendment to employment contract, complying with the provisions of Section 403 (b) of the United States Internal Revenue Code, and Section 17501 of the California Revenue and Taxation Code.

04/25/02 – L1 page 1

### BOARD OF TRUSTEES

RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR



a) INSURANCE COMPANIES

Bi-Weekly  
AMOUNT

IDS	200.00
Lincoln	150.00
Met Life	75.00
Met Life	100.00
Met Life	185.00
Met Life	75.00
Met Life	110.00
Nationwide	400.00
New York Life	280.00
Northern	150.00
Security First	50.00
Security First	200.00
Security First	300.00
State Street Bank STRS	300.00
Sun Life	576.00
TIAA-CREF	200.00
TIAA-CREF	624.00
VALIC	200.00
VALIC	400.00

b) CUSTODIAL ACCOUNTS

BI-WEEKLY  
AMOUNT

Janus	150.00
Janus	506.00
T. Rowe Price	445.00
Vanguard	562.00
Vanguard	350.00
Vanguard	250.00
Vanguard	370.00

c) TERMINATION/CANCELLATIONS

BI-WEEKLY  
AMOUNT

National Health	300.00
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FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to purchase such annuity contracts or contribute to such custodial accounts, subject to ratification by the Board of Trustees.

James Kendrix, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 25, 2002

**S1**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: SPECIAL**

**District's 2002-2003 Legislative and Budgetary  
Priorities.**

**(Resolution No. 020425 – S1)**

## **BACKGROUND INFORMATION:**

Attached is a copy of the proposed Legislative and Budgetary Action Plan which we bring to the Board annually for your review and approval. It provides specific details on the California Community Colleges Board of Governors budget request for 2002-2003. You will note that for each of the major items of the budget requests, we have provided a "brief" overview of the issue and how it impacts on City College. In each case we have pointed out what would be City College's fair share allocation. Additionally, other Substantive Issues are also identified and their relevance to City College are discussed.

The intent is to utilize this plan as a guide for our work in Sacramento. In order for City College to have the greatest impact on the development of state policies and priorities, we must keep our legislative delegation and other state leaders informed of our priorities. We need to be mindful that situations and issues change as the budget and legislative processes evolve. Our governmental relations' team, consisting of Peter Goldstein, Dale Shimasaki, Leslie Smith and myself, will meet with representatives of our legislative delegation to advocate for our legislative and budget priorities and solicit their support for our institution.

The attached list of FY 2002-2003 Legislative and Budgetary Priorities best represents the District priorities at this time. **It has been reviewed at a meeting of the Legislative Committee of the Board of Trustees. The Board members in attendance recommended adoption.** It is important to emphasize that as the State moves through its legislative and budgetary processes, and the true nature of the State's fiscal condition becomes clear, we will need to refine, modify and adjust our budgetary and legislative agenda.

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### **BOARD OF TRUSTEES**

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DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR



**RECOMMENDATION:**

RESOLVED: That the District Board of Trustees adopts *City College's Legislative and Budgetary Priorities for Fiscal Year 2002-2003* as the District's position on budget and legislative priorities.

Dr. Philip R. Day, Jr., Originator  
Leslie P. Smith, Originator



**CITY COLLEGE OF SAN FRANCISCO**

**LEGISLATIVE AND BUDGETARY**  
**PRIORITIES**

**FY2002-2003**



THE UNIVERSITY OF CHICAGO

DEPARTMENT OF THE HISTORY

OF THE UNITED STATES

## **INTRODUCTION**

City College of San Francisco Budgetary and Legislative Priority Packet is presented to the City and County of San Francisco Delegation as a guide to City College's position on the proposed community college funding and substantive issues that will be addressed during the 2002 Legislative Session for Fiscal Year 2002-2003.

The format follows that of the **Board of Governor's Community Colleges' Budget Requests**, but it also includes specific projections and impact analysis as it applies to City College. The information regarding the budget requests reflects our operational requirements and priorities. The Capital Outlay Budget requests for City College of San Francisco are also included.

There are a number of **Legislative Issues**, which will be coming before the legislature in one form or another, and an attempt has been made to highlight our position on these issues. The issues that are included are those that have been identified-to-date by City College and will be expanded and/or modified as they move through the budget and legislative cycle.

It will be our practice throughout the legislative session to keep the entire delegation apprised of information regarding City College of San Francisco and the Board of Governor's legislative priorities, as they develop and evolve. The Chancellor, his Governmental Relations Liaison, Dr. Dale Shimasaki, CEO of Strategic Education Services, and Leslie P. Smith, Dean of Governmental Relations, are and will be available to assist the delegations upon call and to advise on other issues pertinent to community colleges and post-secondary education.

For further information contact:

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**Chancellor**  
**City College of San Francisco**  
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**San Francisco, CA 94112**  
**415-239-3303**  
**Fax 415-239-3918**

**Dr. Dale Shimasaki**  
**CEO**  
**Strategic Education Services**  
**1130 K Street, Suite 250**  
**Sacramento, CA 95814**  
**916-441-3909**  
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**Leslie P. Smith**  
**Dean, Governmental Relations**  
**City College of San Francisco**  
**50 Phelan Avenue, E-208**  
**San Francisco, CA 94112**  
**415-452-5132**  
**Fax 415-239-3918**



# CITY COLLEGE OF SAN FRANCISCO LEGISLATIVE AND BUDGETARY PRIORITIES LIST

## BUDGET REQUEST FY 2002-2003

### ONGOING FUNDS

Outlined below are the major components of the Governor's 2002-2003 January Budget Proposal and how they impact on CCSF. The Governor's Budget Proposal includes \$6.3 billion for the California community colleges, a net increase of \$104 million, representing 1.7% increase over last year. This compares favorably with the other segments of higher education: UC is getting a 1% increase and CSU a .8% increase. As to the community college's share of Proposition 98, we stay constant at 10.21%. The **Governor's January 2002 Budget Proposal also recommended major cuts** to some of our categorical program allocations which have been in place for many years. The overall budget strategy contained in this document is to

- ◆ ensure that the system receive **COLA and growth** allocations to cover the costs of maintaining our effort and access to our students as recommended by the Governor;
- ◆ **restore funding** for all Governor recommended cuts;
- ◆ support City College's **additional priorities**
- ◆ include funding for City College's **Capital Outlay** priorities to keep facilities planning on track; and
- ◆ advocate for **State and Federal legislative priorities**.

The impact on City College of both the augmentations and the cuts will be presented. An overall profile of the institution is included.

### OPERATING BUDGET

#### **SUPPORT THE GOVERNOR'S AUGMENTATIONS**

##### ***COLA (2.15%)***

The anticipated statutory COLA is 2.15%, however, this amount does not adequately cover the costs of step increases or the explosion in health care costs, nor does it provide COLA on all programs, most specifically the three part-time equity funds or Partnership for Excellence. By their very definition, these programs incur increases costs just to maintain their current level of effort.

Funding the statutory COLA is fundamental to maintaining our current level of educational services.

**Governor's Proposal: \$88,752,000**  
**CCSF Anticipated Allocation: \$2,700,000**

### ***Growth (3%)***

The system requested a growth rate of 4% to accommodate the overwhelming demand experienced by all segments of post-secondary education systems during an economic downturn and the real increase in the college-age population due to expected demographic trends. However, the Governor has recommended funding growth at 3% in his proposed budget. The good news is the doors to a college education stay open. The bad news is that this actually translates to a loss of \$74 per Full-Time Equivalent Student (FTES) in terms of total dollars available to the community colleges and the total number of students served. In fact, the per student funding will even decrease more as districts serve all students who need an education, producing unfunded overcap growth.

The state calculates the exact growth rate for each district based on adult population growth, high school graduation rate, and participation rate. In order to receive all eligible growth dollars, a district must reach its "Growth Cap". However, since there is more growth in the system than is funded in the Governor's Proposal, it is anticipated that all district's will have a prorated growth allocation. This could go as low as 65 cents on the dollar. The only way to correct this inequity is to increase the percent of growth funded.

**Governor's Proposal: \$118,706,000**

**CCSF Anticipated Allocation: \$2,300,000 (if we reach our growth cap.)**

### ***Part-Time Compensation***

The Governor has made the first year allotment of \$57 million for Part-Time Equity and the \$7 million for Part-Time Office Hours **ongoing**. While this does not increase the amount of the allocation, it indicates the Governor's commitment to continue to fund these programs.

### ***Instructional Equipment and Library Materials***

The Governor has recommended restoring the Instructional Equipment and Library Materials line item to \$49 million in ongoing funds. For City College, this means an additional \$1,138,950 for instructional equipment and library materials.

**Governor's Proposal: \$34,000,000**

**CCSF Anticipated Allocation: \$1,138,950**

### ***Scheduled Maintenance***

Like Instructional Equipment, the Governor has recommended restoring the Scheduled Maintenance line item to its 1999-2000 level with ongoing dollars. Thus our schedule for replacing our aging fire alarm systems and other scheduled maintenance projects are back on track.

**Governor's Proposal: \$32,000,000**

**CCSF Anticipated Allocation: Project based**

## RESTORE THE CUTS

### *Matriculation*

The Matriculation budget took a 35% hit, resulting in an estimated loss of \$950,000 to CCSF. These dollars have been used to fund assessment, placement, and counseling activities in both credit and noncredit

As City College of San Francisco continues to serve more students with less dollars, there can only be a negative effect on the integrity of the classroom. For example, since all students will no longer be able to be assessed and appropriately placed, students will self-select the courses in which they enroll. Prerequisites will not be enforced, increasing a student's risk of failure; course repetitions will increase while retention will decrease. The quality of student support services will be negatively impacted even further because we will continue to keep the door open to students who need an education. The problem is that these students also need access to student support services in order for their educational experience to be a success.

**Governor's Proposal: - \$26,782,000**

**CCSF Anticipated Reduction: - \$950,000**

### *CalWORKS/TANF*

CalWORKS and TANF took the biggest hit. All \$8 million of the TANF dollars and \$50 million of the CalWORKS dollars have been taken out of the community colleges' budget. This leaves only the \$15 million for childcare in the system budget. For San Francisco, this amounts to a loss of about \$1.5 million.

In the past, these funds have been used for work-study, job placement and program administration and coordination activities. In particular, the \$18 million for student work-study will be abolished, leaving only \$22 million statewide for all work-study for all students.

Not only the community colleges were hit with these cuts. The K-12 adult education system also lost \$36 million from their allocation. The system will be trying to get these dollars back and directed towards the educational system rather than the human social services or employment development agencies, but it will be an uphill battle. The Governor has targeted his newly proposed Labor Agency as the lead in providing services and training to CalWORKS clients. The CalWORKS caseload is expected to increase 4% in the coming year. Furthermore, qualifying to receive childcare will be more difficult. For example, those transitioning off CalWORKS will no longer be automatically eligible to continue to receive childcare benefits and beneficiaries will be expected to pay a larger share of the costs.

Additionally, President Bush is proposing changes to the Federal TANF program that 1) increases the work requirement, 2) decreases the flexibility to use education to fulfill the participation requirements, and 3) substantially increases the cost to the State. We will have to carefully monitor the TANF reauthorization process in order to continue to provide access to an education to our CalWORKS students. It is the only route to true, long-term financial stability and self-sufficiency for our most vulnerable population.

**Governor's Proposal: - \$58,000,000**

**CCSF Anticipated Reduction: - \$1,500,000**



### ***Economic Development***

The Governor has proposed significant cuts to the current Economic Development Program, focusing on the regional centers, the backbone of the community colleges regional approach to education. Currently, City College of San Francisco has a Regional Health Occupations Resource Center, a Center of Excellence, an Applied Competitive Technologies Center, a Small Business Development Center, an Advanced Transportation Technologies Center, a Biotechnologies Center and a Workplace Learning Resource Center. If the current proposed cuts are implemented, we would lose funding for these efforts. There is discussion to move the cuts from the centers to the competitive grants portion of the Economic Development program.

In order to continue the Economic Development mission of the community colleges, it is necessary to pass legislation to reauthorize the Community Colleges Economic Development program. Currently this program sunsets in January 2003.

**Governor's Proposal: - \$8,850,000**

**CCSF Anticipated Reduction: - \$1,246,000 (CCSF is grantee but all funds are not used by CCSF.)**

### ***Faculty and Staff Development***

The Governor has recommended cutting all funds targeted for Faculty and Staff Development. Thus any funds used for these activities will have to come from the individual employees or out of each district's general fund budget. For years, the community colleges have been attempting to increase the allocations for staff development activities, but have been unsuccessful. This is especially surprising given the Governor's commitment to providing funds for training K-12 teachers. This may be a case where our reputation for high quality instruction has hurt our advocacy for adequate funding in this area. With the large number of retirements expected in the next 10 years and the number of new hires needed to replace these retirements, address expansion issues, upgrade part-time faculty and offer new programs, there is no expectation that the training needs of our faculty and staff will diminish in the near future. Pursuit of a tax credit for faculty, paralleling what was previously granted to K-12 teachers, is under discussion.

**Governor's Proposal: - \$5,233,000**

**CCSF Anticipated Reduction: - \$171,435**

### ***Telecommunications and Technology***

The Governor also eliminated all of the \$8 million directed towards faculty and staff development for technology; a loss of \$249,862 to CCSF. Additionally, he has recommended cutting funding in half for local district Telecommunications and Technology efforts, for an estimated loss of \$130,000 to the college.

**Governor's Proposal: - \$19,800,000**

**CCSF Anticipated Reduction: - \$380,000**



### *Other Cuts*

The Governor has recommended \$9,985,000 in cuts to the Funds for Student Success, stating that Partnership for Excellence dollars can be used to backfill these activities. All recommended cuts will come from the individual, short term, competitive grants funding stream.

Additionally, the Governor has recommended cuts to two programs he recently initiated-- \$5,000,000 cut to Teacher and Reading Development and \$1 million to Nursing Program Expansion. These cuts need to be restored.

## **ADDITIONAL BUDGETARY PRIORITIES FOR CITY COLLEGE**

### *COLA for Categoricals*

While a COLA for general apportionment and selected categoricals has been proposed by the Governors, several important programs have been left out. An additional \$6.45 million is needed to fund COLA on Partnership for Excellence, \$1.4 million for Part-time Faculty Compensation; and \$1.6 million for the rest of the categorical programs. Thus, **to fully fund a 2.15% COLA, the system needs an additional \$9.45 million.**

### *Part-Time Compensation*

While the Governor has made the first year allotment of \$57 million for Part-Time Equity and the \$7 million for Part-Time Office Hours **ongoing**, indicating his commitment to continue to fund these programs, the second of three augmentations of \$57 million each was not part of the Governor's January Budget proposal. Both City College of San Francisco and the State have had long term policies supporting the concept of "Equal Pay for Equal Work". **The initial \$57 million was just for the first of three years** of augmentations needed to close the gap between part and full time faculty. There needs to be continued attention given to this matter.

Additionally, the first installment of \$57 million did not receive a COLA. Since all these monies are directed towards salaries and benefits, there needs to be a **COLA added** on to both of these programs, and the Part-time Faculty Health Insurance Fund for **an augmentation of \$1.4 million.**

### *Workforce Development Initiative*

Recognizing the importance of educating California's workforce, both the Governor and the Community College system proposed changes to the way those workers are educated, emphasizing lifelong learning opportunities, a seamless structure, and clear ladders to career opportunities. Fundamental to both proposals was the integration of basic or academic skills into both vocational education and skills training offerings.

Of fundamental importance to City College of San Francisco is the workforce preparation component which begins to recognize the importance of our noncredit programs as a gateway to opportunity. For example, at City College 31% of our degree recipients and 41% of our transfer ready students used our noncredit educational programs to reach their goals.

**A cornerstone of the system's workforce preparation proposal was to begin to move noncredit towards funding equity with credit.** Currently, noncredit instruction is funded at roughly half the rate of dollars/FTES of credit instruction. This level of funding does not cover the true costs associated with delivering the quality of education required to ensure that the most economically, educationally and socially disadvantaged students in our society succeed. It is estimated that **\$24 million** would move targeted noncredit students one-quarter of the way towards equity with their credit counterparts.

There is clearly a state interest in developing a workforce development/workforce preparation initiative and thus increasing the ability of colleges to respond to workforce needs, especially in the areas of workforce preparation, such as English language acquisition, Citizenship training, and basic skills development.

To offer the comprehensive range of services on the scale required to significantly impact California's economic future and the economic future of Californians, the State must rely on an educational institution that is decentralized, responsive to local business and community concerns and already successfully engaged in worker training. California's community colleges offer a unique set of assets: their location, relationship with the communities they serve, and expertise in providing remedial education, skills training and life-long. The community colleges are ready and able to do the job.

## **CAPITAL OUTLAY**

The legislature has passed AB16 (Hertzberg) which will send two bonds--\$13 billion in November 2002 and \$12.3 billion in March 2004 to the voters. The higher education split is 40%/30%/30%, with 40% going to the community colleges. This would result in a total of \$1.84 billion for the community colleges, including the revenue bonds passed as part of the economic stimulus package.

City College of San Francisco needs the following out of the statewide education bond.

<i>Preliminary Plans for the Chinatown/North Beach Campus</i>	<i>\$1,334,000</i>
<i>Working Drawings for the Mission Campus</i>	<i>\$ 900,000</i>
<i>Preliminary Plans/Working Drawings for John Adams Campus</i>	<i>\$2,000,000</i>

## **KEY LEGISLATIVE ISSUES**

These issues are consistent with the system's legislative package.

### **STATE LEGISLATION**

#### ***Automatic Property Tax Backfill***

The community colleges base and implement their budgets based on estimated tax revenues, thus expenditures, course schedules, hiring, and most other expenses are encumbered before the state accurately knows its revenues for the fiscal year. The community colleges should receive an automatic property tax backfill as K-12 does.

## ***CalWORKS***

TANF is being reauthorized nationally, so efforts to improve benefits to our students will be taking place at both the state and federal level. National standards require that students spend 2-hours outside of the classroom studying for each hour in the classroom. To not count these homework hours towards the 32-hours per week requirement puts an unfair burden on CalWORKS recipients in educational programs.

## ***Federal Conformity***

The Governor is recommending that California conform to changes in the Federal Tax Code. The federal Economic Growth and Tax Relief Reconciliation Act of 2001 made a number of significant changes, particularly in the tax treatment of retirement plans. It is estimated that the increases in allowable contributions to retirement plans will cost the state about \$44 million. The total conformity package will however result in an increase in revenue to that state of about \$177.5 million, mostly from conforming the estimated payment rules and by requiring corporations to use their federal election, such as Subchapter S, for state purposes.

## ***Design Build Facilities***

Allow community colleges to use the design built process for capital projects. Currently K-12 is allowed to use this more efficient, less costly process.

## **FEDERAL LEGISLATION**

### ***TANF***

Barriers to new, current and prior TANF recipients pursuing their educational goals to ensure lifelong self-sufficiency must be removed.

### ***Pell Grant Tuition Sensitivity***

California community college students must not be penalized because the taxpayers have made a commitment to keep fees low.

### ***International Students***

Ensure that international students, their programs and their institutions are treated as fairly and equitably as possible as SEVIS is implemented.

### ***Higher Education Tax Credits***

Amend current higher education tax credit programs so that they benefit California community college students.



## ABOUT THE COLLEGE

Established in 1935, City College of San Francisco has grown to become the largest multi-campus single community college in the nation, educating over 100,000 students annually. CCSF is a neighborhood-based college characterized by its diversity. The district has 9 campuses and more than 100 instructional sites throughout the City serving such diverse populations as Asian and Latino immigrants, downtown office workers, economically disadvantaged citizens, and San Francisco's large Gay and Lesbian population. CCSF currently has programs in both credit and non-credit instruction addressing a variety of needs including:

- associate degrees, credentials and certificates,
- language and citizenship skills,
- vocational and technical education,
- transfer to baccalaureate colleges,
- economic and community development,
- business and computer training, and
- adult education and GED preparation and examination.

### **Student Population**

CCSF educates more total students each term than all other post-secondary institutions in the City combined. The 100,544 enrolled students at CCSF compares to 26,826 students attending San Francisco State University, 7,803 students at the University of San Francisco, 6,049 students at Golden Gate University, and 3,720 students attending the University of California San Francisco campus.

These students are near equally divided in credit and non-credit programs. Women outnumber men at CCSF. Fifty-five percent of credit students and 60% of non-credit students are women.

City College of San Francisco serves one of the most diverse student populations in the nation. A full 67% of credit students and 73% of non-credit students are members of ethnic minorities. More specifically, of credit students, 34% are Asian and Pacific Islander, 15% are Latino, 8% are African American, 8% are Filipino, and 1% are Native American. In non-credit programs, 41% are Asian and Pacific Islander, 23% are Latino, 6% are African American, 2% are Filipino, and less than 1% are Native American. CCSF serves a higher proportion of minority students than exists in the general San Francisco population, as well as a large segment of the gay and lesbian community.

Many students at CCSF are older than traditional college students, averaging 27 years. Sixty-two percent of credit students are 86% of non-credit students, or more than 46,000 total students each fall, are age 25 or older. Of these, 2,800 credit and 10,850 non-credit students are age 50 or older. This age diversity is reflected in the wide range of courses and programs offered at CCSF campuses, many aimed at older adults.

CCSF's annual enrollment base also includes:

- 28,000 vocational students,
- 35,000 ESL students,
- over 1,300 international students,



- 2,100 economically disadvantaged students through the Extended Opportunity Program and Services (EOPS) program,
- some 2,000 disabled students, and
- more than 8,500 students receiving financial aid grants annually.

### **Services and Programs**

A broad range of academic programs and student services are targeted at helping students succeed. CCSF has more than 100 programs providing instruction in:

- liberal arts and sciences,
- engineering and technology,
- English as a second language,
- fine arts,
- foreign languages,
- interdisciplinary programs,
- basic skills and remedial education,
- studies of special populations, such as Philippine studies and Gay, Lesbian, and Bisexual studies, and
- technological and vocational fields such as health and biotechnology, auto and aircraft technology, business services, graphic communications and multimedia.

Additionally, City College offers support services for:

- career planning and job placement,
- academic and personal counseling,
- disabled students,
- economically disadvantaged students, and
- international education.

The College provides technical training for business and industry through both the contract education program, educating more than 700 students annually, and the continuing education program, which served nearly 5,080 students last year. Additionally, CCSF provides job training to San Francisco residents through the "CalWORKs" program and various workforce and economic development initiatives.

The key mission at City College is the success of our students. Annually CCSF:

- awards over 1,000 associates degrees,
- awards more than 700 vocational and technical certificates,
- prepares students to pass health sciences licensure exams at well above national rates,
- transfers over 260 students to UC and more than 1,300 students to CSU, and
- assists over 650 students in receiving high school equivalency (GED) certificates.

### **Resources**

In the 2000/2001 fiscal year, CCSF had \$175 million in revenues and a positive ending balance. Of expenditures, 85% was spent on personnel salaries and benefits and 11% went to supplies and

operating expenses, leaving little flexibility, only 4% available to support capital outlay, innovation, and new program development.

As part of the educational mission of community colleges established in California's Master Plan for Higher Education, CCSF is dedicated to providing affordable educational access to all area residents. The College currently charges \$11 per credit unit for instruction, with an annual cost to students of around \$300 for books and other materials.

In the fall term of 2000, City College employed 1,932 faculty, 941 staff, and 43 administrators. City College has nine campuses and over 100 sites throughout San Francisco. In 1996, the College opened the Louise and Claude Rosenberg, Jr. Library and Learning Resource Center on the Phelan Campus, the largest library at any community college in California. This library houses more than 144,000 volumes and is home to language labs and computer resources.



# The Governor's Proposed 2002-03 State Budget

Item	2001-2002 Budget		Governor's 2002-2003 Budget Proposal		
	System	CCSF	Proposed System Budget	System	Augmentation/(Reduction) CCSF
Apportionment (Prop. Tax, Lottery and Student Fees)	\$ 2,137,393,000	\$ 115,111,494		Apportionment is increased by COLA and enrollment growth.	
Apportionment General Fund	\$ 1,703,182,000				
COLA (also applied to selected categoricals)	(3.87%)	\$ 4,244,553	\$ 88,752,000 (2.15%)	\$	\$ 88,752,000 \$ 2,487,227
Growth (also applied to selected categoricals)	\$ 106,841,000 (3%)	\$ 1,100,739	\$ 118,706,000 (3%)	\$	\$ 118,706,000 \$ 3,192,906*
Partnership for Excellence	\$ 300,000,000	\$ 10,511,179	\$ 300,000,000		No change proposed.
Basic Skills, Apprenticeships	\$ 47,211,000	\$ 527,260	\$ 39,211,000	COLA and Growth (included in line above)	-
GAIN	\$ 8,000,000	\$ 380,183	\$	\$	(8,000,000) \$ (190,000)**
Student Financial Aid Admin.	\$ 7,149,000	\$ 185,018	\$ 7,758,000	\$	609,000
Extended Opportunities P&S	\$ 91,439,000	\$ 1,410,053	\$ 91,439,000	COLA and Growth (included in line above)	-
Disabled Students	\$ 79,581,000	\$ 1,487,075	\$ 79,581,000	COLA and Growth (included in line above)	-
Special Svcs for CalWORKs	\$ 65,000,000	\$ 1,544,566	\$ 15,000,000	\$ (50,000,000)	\$ (1,188,128)
Foster Care Education	\$ 1,866,000		\$ 1,866,000	No change proposed.	-
Matriculation	\$ 76,290,000	\$ 2,705,810	\$ 49,490,000	\$ (26,782,000)	\$ (1,040,000)
Faculty and Staff Develop.	\$ 5,233,000	\$ 171,435	0	\$ (5,233,000)	\$ (171,435)
Academic Senate	\$ 497,000		\$ 497,000	No change proposed.	-
Faculty and Staff Diversity	\$ 1,859,000	\$ 35,769	\$ 1,859,000	No change proposed.	-
PT Faculty Compensation	\$ 57,000,000	\$ 1,900,659	\$ 57,000,000	No change proposed.	-
PT Faculty Health Insurance	\$ 1,000,000		\$ 1,000,000	No change proposed.	-
PT Faculty Office Hours	\$ 7,172,000		\$ 7,172,000	No change proposed.	-
Telecomm. And Technology	\$ 44,300,000		\$ 24,500,000	\$ (19,800,000)	\$ (380,000)
CA Virtual University	\$ 2,900,000		\$ 2,900,000	No change proposed.	-
Instructional Improvement	\$ 1,630,000		\$ 1,630,000	No change proposed.	-
Fund for Student Success	\$ 16,218,000		\$ 6,233,000	\$ (9,985,000)	Grant-based
Economic Development	\$ 45,172,000	\$ 1,512,279	\$ 36,322,000	\$ (8,850,000)	\$ (1,246,000)
Transfer Ed/Articulation	\$ 1,974,000		\$ 1,974,000	No change proposed.	-
Scheduled Maintenance	\$ 17,000,000		\$ 49,000,000	\$ 32,000,000	Project-based
Instructional Equipment	\$ 15,000,000		\$ 49,000,000	\$ 34,000,000	\$ 1,138,950
Hazardous Substances	\$ 8,000,000		\$ 8,000,000	No change proposed.	Project-based
Canada College Joint-Use	\$ 1,000,000		0	\$ (1,000,000)	0
Baccalaureate					
Energy Costs	\$ 49,000,000		0	\$ (49,000,000)	\$ (1,356,326)
Teacher/Reading Develop.	\$ 10,000,000		\$ 5,000,000	\$ (5,000,000)	TBD
Nursing Program Expansion	\$ 5,000,000		\$ 4,000,000	\$ (1,000,000)	Unknown
<b>Total state-determined program augmentations</b>				\$ 89,417,000	\$ 1,247,194

\* Amount CCSF is eligible for assuming annual growth rate of 2.08%.

\*\* \$190,000 if only \$8 million is cut.



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 25, 2002

**S2**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor  
Leslie P. Smith, Dean

**SUBJECT: SPECIAL**  
**Development of the System's 2003-2004 Budget**  
**Package.**  
**(Resolution No. 020425 – S2)**

## **BACKGROUND INFORMATION:**

As the first step in the development of the Board of Governor of the California Community Colleges System's 2003-2004 Budget Package, each District is asked to bring forth its proposals. The cornerstone of this effort is to encourage grass-roots (i.e. District-based) involvement in the building of the System's Budget Request to the Governor.

Because of there has been no resolution as yet of the 2002-2003 budget, initially our approach will be to parallel the 2002-2003 budget requests for our 2003-2004 proposals. Given the early time line and the uncertainty of the fiscal condition of the state's budget, we can expect these initial proposals to be substantially modified by the time the actual budget request is developed.

Attached is *City College of San Francisco's Review and Recommendations Regarding the System's 2003-2004 Budget Request*. This represents the opening salvo in a lengthy process that will lead to the Governor's January Budget Proposal, influence the Legislature's response, and, ultimately, result in the Budget for the State of California for Fiscal Year 2003-2004. This document will first go to the Budget Change Proposal (BCP) Task Force. It should be noted that Chancellor Day is currently a member of the BCP Task Force and has been for the last three years. It is important to emphasize the preliminary nature of this work, which will be subject to change and refinement throughout the budget process.

**The concepts presented in this document have been reviewed at the Legislative Committee of the Board of Trustees. Board members present recommended adoption.**

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### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR



**RECOMMENDATION:**

RESOLVED: That the District Board of Trustees adopts *City College of San Francisco's Review and Recommendations Regarding the System's 2003-2004 Budget Request* to help the California Community Colleges develop the System's Budget Change Proposals.

Dr. Philip R. Day, Jr., Originator  
Leslie P. Smith, Originator



**CITY COLLEGE OF SAN FRANCISCO**

**REVIEW AND RECOMMENDATIONS**  
**REGARDING THE SYSTEM'S 2003-**  
**2004 BUDGET REQUEST**

**FY2003-2004**



## **INTRODUCTION**

This document represents City College of San Francisco's initial budgetary proposals for development into the System's 2003-2004 Budget Request. This initial proposal forms the cornerstone of the grassroots efforts to build the budget for all the California community colleges. The final budget will be presented to the Governor's Office in September of 2002 after approval by the Board of Governors of the California Community Colleges.

The format follows that of the **Board of Governor's Community Colleges' Budget Requests**, but it also includes specific projections and impact analysis as it applies to City College. The information regarding the budget requests reflects our operational requirements and priorities. The Capital Outlay Budget requests for City College of San Francisco are also included.

Because there has been no resolution as yet of the 2002-2003 budget, our initial approach will be to continue our advocacy of the 2002-2003 proposals that are supported by the entire system rather than advocating for an entirely new set of initiatives. Therefore, the issues that are included are those that have been identified-to-date by City College and will be expanded and/or modified as they move through the budget and legislative cycle.

It will be our practice throughout the legislative session to keep the entire Board and college community apprised of information regarding City College of San Francisco and the Board of Governor's legislative priorities, as they develop and evolve. The Chancellor, his Governmental Relations Liaison, Dr. Dale Shimasaki, CEO of Strategic Education Services, and Leslie P. Smith, Dean of Governmental Relations, will communicate these priority proposals to the San Francisco legislative delegations, as well as, advise on other issues pertinent to community colleges and post-secondary education.

For further information contact:

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**CITY COLLEGE OF SAN FRANCISCO  
INITIAL BUDGETARY PROPOSALS  
FY 2003-2004**

The overall budget strategy contained in this document is to

- ◆ restore funding cuts made to programs in FY2002-2003;
- ◆ fund COLA and growth allocations to cover the costs of maintaining our effort and access to our students;
- ◆ advocate for system initiatives developed for FY2002-2003.

Since the system spent a tremendous amount of time developing a comprehensive budget package, that truly reflects the systems priorities and needs, it is of fundamental importance that the system not go off in a completely new direction. In order to convince policymakers that the System's BCP's are serious proposals, we are going to have to stay the course and advocate fiercely for what we need.

**BASE FUNDING RESTORATION**

***Matriculation***

***\$26.8 Million***

The Matriculation budget took a 35% hit to an already underfunded program. These dollars have been used to fund assessment, placement, research, evaluation, and counseling activities in both credit and noncredit

Serving more students with fewer dollars can only have a negative effect on the integrity of the classroom. For example, since all students will no longer be able to be assessed and appropriately placed, students will self-select the courses in which they enroll. Prerequisites will not be enforced, increasing a student's risk of failure; course repetitions will increase while retention will decrease. The quality of student support services will be negatively impacted even further because we will continue to keep the door open to students who need an education. The problem is that these students also need access to student support services in order for their educational experience to be a success.

***CalWORKS/TANF***

***\$58 Million***

CalWORKS and TANF have taken the biggest hit. All \$8 million of the TANF dollars and \$50 million of the CalWORKS dollars have been taken out of the community colleges' budget. This leaves only the \$15 million for childcare in the system budget. In the past, these funds have been used for work-study, job placement and program administration and coordination activities. In particular, the \$18 million for student work-study will be abolished, leaving only \$22 million statewide for all work-study for all students.

Furthermore, qualifying to receive childcare will be more difficult. For example, those transitioning off CalWORKS will no longer be automatically eligible to continue to receive childcare benefits and beneficiaries will be expected to pay a larger share of the costs.

Additionally, President Bush is proposing changes to the Federal TANF program that 1) increases the work requirement, 2) decreases the flexibility to use education to fulfill the participation requirements, and 3) substantially increases the cost to the State. We will have to carefully monitor the TANF reauthorization process in order to continue to provide access to an education to our CalWORKs students. It is the only route to true, long-term financial stability and self-sufficiency for our most vulnerable population.

### ***Economic Development***

***\$8.85 Million***

The Governor has proposed significant cuts to the current Economic Development Program, focusing on the regional centers, the backbone of the community colleges regional approach to education. If there is to be any type of regional coordination of our economic development programs, the centers must be funded.

In order to continue the Economic Development mission of the community colleges, it is necessary to pass legislation to reauthorize the Community Colleges Economic Development program. Currently this program sunsets in January 2003.

### ***Faculty and Staff Development***

***\$5.2 Million***

For years, the community colleges have been attempting to increase the allocations for staff development activities, but have been unsuccessful. This may be a case where our reputation for high quality instruction has hurt our advocacy for adequate funding in this area. With the large number of retirements expected in the next 10 years and the number of new hires needed to replace these retirements, address expansion issues, upgrade part-time faculty and offer new programs, there is no expectation that the training needs of our faculty and staff will diminish in the near future. Only funding development activities from each district's general fund budget is insufficient.

Pursuit of a tax credit for faculty, paralleling what was previously granted to K-12 teachers, is one other alternative.

### ***Telecommunications and Technology***

***\$19.8 Million***

Not only is there a need for faculty and staff development in the areas of telecommunications and technology, there is a need for infrastructure and backbone development.

### ***Other Cuts***

***\$16 Million***

Funds for Student Success has funded many innovation programs that have increased the success of our students. Partnership for Excellence dollars cannot be used to backfill every activity of the community colleges. Additionally, \$5 million needs to be restored to the recently initiated--Teacher and Reading Development program, as does \$1 million to Nursing Program Expansion.

## **COMPENSATION, GOODS AND SERVICES**

### ***4% COLA***

***\$166 Million***

The statutory COLA is minimum amount needed to keep our programs operating. However, this amount does not adequately cover the costs of step increases or the anticipated explosion in health care costs. Funding a realistic level of COLA is fundamental to maintaining our current level and quality of educational services.

### ***4% COLA ON CATEGORIALS, PART-TIME EQUITY AND PFE***

***\$25.4 Million***

A COLA must be provided for all programs. No COLA has had the greatest impact in recent years on the three part-time equity funds and Partnership for Excellence. Because these programs focus on personnel, they incur annual increases just to maintain their current level of effort.

## **STUDENT OUTREACH, ACCESS & SUCCESS**

### ***Growth (4%)***

***\$166 Million***

The system needs at least a growth rate of 4% to accommodate the overwhelming demand experienced by all segments of post-secondary education systems during an economic downturn and the real increase in the college-age population due to expected demographic trends. While the recent 3% growth rates allow us to keep the doors to a college education open, this level of funding actually translates to a loss in per Full-Time Equivalent Student (FTES) funding. Because districts have refused to turn away students in need, many districts are producing unfunded overcap growth.

The community colleges are already drastically underfunded. Our mission is to serve all adults who can benefit. We need sufficient resources to keep the doors to a post-secondary education open. However, a defacto lowering of the per FTES funding is not an acceptable solution. The only way to correct this inequity is to increase the amount of growth funded.

### ***Student Health Services***

***\$9 Million***

Currently the districts with a high percentage of lower income students are unable to offer the same level of health services to students as districts with an affluent population. This occurs because students who are eligible for a Board of Governors (BOG) fee waiver do not have to pay a health fee. However, unlike for the BOG Waiver, the districts are not reimbursed for the loss of revenue from the health fee. Thus, the poorest and neediest students receive the lowest level and quality of health services. This is unjust.

### ***Extended Opportunity Programs & Services***

***\$4.8 Million***

This request fully funds EOPS services for a total of 83,019 students. Educational access for disadvantaged students is most likely to be supported via EOPS supplemental services. These services include counseling, basic skills instruction, peer counseling and mentoring, books and grants. The door to education must be kept open to the most disadvantaged.



### ***Disabled Students Program & Services***

***\$1.5 Million***

This request is for sign language interpreting and on-site classroom real-time captioning, some of the most expensive services colleges can provide to the disabled population. Although several augmentations have been made to this program in recent years, they have been targeted for other disabled student populations and other types of services. In order for colleges to be in compliance with federal and state law, these funds are needed to adequately reimburse colleges for the costs incurred when serving the hearing impaired.

### ***Ensuring Student Success Statewide***

***\$25 Million***

Historically, there has been inequity in many aspects of the community college funding formula. This specific proposal begins to address the differences in base credit funding.

### ***Cal Grant Administration***

***\$11 Million***

Recently the Cal Grant program has been expanded to offer much needed financial assistance to our students. Thus colleges have incurred increased costs in outreach, counseling and administrative services associated with the Cal Grant program. This augmentation would help defray the administrative costs associated with the new program.

## **ACADEMIC QUALITY AND IMPROVEMENT**

### ***Workforce Development Initiative***

***\$73 Million***

Recognizing the importance of educating California's workforce, both the Governor and the Community College system proposed changes to the way those workers are educated, emphasizing lifelong learning opportunities, a seamless structure, and clear ladders to career opportunities. Fundamental to both proposals was the integration of basic or academic skills into both vocational education and skills training offerings.

There is clearly a state interest in developing a workforce development/workforce preparation initiative and thus increasing the ability of colleges to respond to workforce needs, especially in the areas of workforce preparation, such as English language acquisition, Citizenship training, and basic skills development.

To offer the comprehensive range of services on the scale required to significantly impact California's economic future and the economic future of Californians, the State must rely on an educational institution that is decentralized, responsive to local business and community concerns and already successfully engaged in worker training. California's community colleges offer a unique set of assets: their location, relationship with the communities they serve, and expertise in providing remedial education, skills training and life-long. The community colleges are ready and able to do the job.

**A cornerstone of the system's workforce preparation proposal is to begin to move noncredit towards funding equity with credit.** Currently, noncredit instruction is funded at roughly half the rate of dollars/FTES of credit instruction. This level of funding does not cover the true costs associated with delivering the quality of education required to ensure that the most economically,



educationally and socially disadvantaged students in our society succeed. It is estimated that **\$24 million** would move targeted noncredit students one-quarter of the way towards equity with their credit counterparts.

***Partnership for Excellence***

***\$100 Million***

The Partnership for Excellence program is a mutual commitment between the State and the California community colleges to significantly improve the colleges contribution to the economic and social welfare and success of the state. This program begins to move the colleges towards the national average in terms of funding and at the same time holds the system accountable for improvement in goal attainment. This program has enabled colleges to make fundamental improvements to their programs and the students' success. It needs to continue and be funded regularly in \$100 million augmentations.

***Part-Time Compensation***

***\$57 Million***

The Governor has made the first year allotment of \$57 million for Part-Time Equity and the \$7 million for Part-Time Office Hours **ongoing**. While this does not increase the amount of the allocation, it indicates the Governor's commitment to continue to fund these programs. The State has had long term policies supporting the concept of "Equal Pay for Equal Work". **The initial \$57 million was just for the first of three years** of augmentations needed to close the gap between part and full time faculty. There needs to be continued attention given to this matter.

***Technology II***

***\$48 Million***

Technology is expensive. The cost is not only the initial investment in hard and soft ware, but in the staffing, maintenance, and updating. This is called the Total Cost of Ownership (TCOP). If our colleges, and ultimately our students are ever going to be technologically fluent, there is going to have to be a substantial commitment of funds to this area.

***Faculty Internship and Recruitment***

***\$10 Million***

A diverse faculty is an essential component of a quality education. In order to meet the needs of our ever increasing student body we are going to have to be able to recruit the best and the brightest. The best way to do this is to grow our own from both our part time faculty and from our students. Providing internships is an excellent method of providing new and continuing faculty with the latest developments in their discipline.

***Teacher and Reading Partnerships***

***\$5 Million***

In order for our public schools to be the best learning institutions in the nation, we are going to have to have a cadre of the best educated teachers. Our California community colleges have a tremendous pool of students of whom many would make excellent teachers. However, the normal pattern of teacher training is to begin in the upper division or post-secondary level. This program would provide the recruitment and training of potential teachers in the community colleges.

## **ONE-TIME LOCAL ASSISTANCE**

### ***Workforce Development Initiative***

***\$11.8 Million***

To add an accountability component to the noncredit programs, the community colleges need \$11.8 million on a one-time basis for the following purposes:

- 1) \$5,350,000 or approximately \$50,000 per college to add 10 new data elements that would identify noncredit sequenced courses, and provide for validity and accountability, and tracking the impact of increased instructional and student support services.
- 2) \$6,450,000 or approximately \$75,000 per college for the 86 colleges that currently offer noncredit education to their community. This base funding would ensure that colleges with lower noncredit FTES receive sufficient funding to make programmatic, instructional and student support services improvement regardless of the number of FTES generated.

**City College of San Francisco's  
Proposed 2003-2004  
Budget Change Proposals**

Category/Title	Adopted 2002-2003		Proposed 2003-2004	
	Amount	Total	Amount	Total
<b>BASE FUNDING RESTORATION</b>				
Instructional Equipment	\$ 49,000,000		\$ -	
Scheduled Maintenance	\$ 49,000,000		\$ -	
Matriculation			\$ 26,782,000	
CalWORKs			\$ 50,000,000	
Gain/TANF			\$ 8,000,000	
Economic Development			\$ 8,850,000	
Faculty and Staff Development			\$ 5,233,000	
Telecomm. And Technology			\$ 19,800,000	
Other Cuts			\$ 15,985,000	
<b>TOTAL RESTORATION</b>		<b>\$ 98,000,000</b>		<b>\$ 134,650,000</b>
<b>ONGOING LOCAL ASSISTANCE</b>				
<b>COMPENSATION GOODS AND SERVICES</b>				
General Apportionment COLA (4%)	\$ 157,744,474		\$ 166,000,000	
Categoricals (4%)	\$ 11,334,989		\$ 11,000,000	
Part-Time Faculty (4%)	\$ 2,359,800		\$ 2,400,000	
Partnership For Excellence (4%)	\$ 12,000,000		\$ 12,000,000	
Energy Costs	\$ 85,000,000		\$ -	
<b>TOTAL COMPENSATION</b>		<b>\$ 268,439,263</b>		<b>\$ 191,400,000</b>
<b>STUDENT OUTREACH, ACCESS &amp; SUCCESS</b>				
Enrollment Growth (4%)	\$ 166,000,000		\$ 166,000,000	
Student Health Services	\$ 9,037,000		\$ 9,037,000	
Extended Opportunity Programs & Services	\$ 4,849,000		\$ 4,849,000	
Disabled Students Program & Services	\$ 1,532,000		\$ 1,532,000	
Ensuring Student Success Statewide	\$ 25,000,000		\$ 25,000,000	
Cal Grant Administration	\$ 11,000,000		\$ 11,000,000	
<b>TOTAL STUDENT OUTREACH</b>		<b>\$ 217,418,000</b>		<b>\$ 217,418,000</b>
<b>ACADEMIC QUALITY AND IMPROVEMENT</b>				
Workforce Development Initiative	\$ 72,865,000		\$ 72,865,000	
Partnership for Excellence	\$ 100,000,000		\$ 100,000,000	
Part-Time Faculty Compensation	\$ 57,000,000		\$ 57,000,000	
Technology II	\$ 48,096,000		\$ 48,096,000	
Faculty Internship and Recruitment	\$ 10,000,000		\$ 10,000,000	
Teacher and Reading Partnerships	\$ 5,000,000		\$ 5,000,000	
<b>TOTAL ACADEMIC QUALITY</b>		<b>\$ 292,961,000</b>		<b>\$ 292,961,000</b>
<b>TOTAL ONGOING LOCAL ASSISTANCE</b>		<b>\$ 778,818,263</b>		<b>\$ 701,779,000</b>
<b>ONE-TIME LOCAL ASSISTANCE</b>				
Instructional Equipment	\$ 10,000,000		\$ -	
Scheduled Maintenance	\$ 28,000,000		\$ -	
Workforce Development Initiative	\$ 11,800,000		\$ 11,800,000	
<b>TOTAL ONE-TIME LOCAL ASSISTANCE</b>		<b>\$ 49,800,000</b>		<b>\$ 11,800,000</b>





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 25, 2002

**S3**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: SPECIAL**

**Supporting the City's \$250 Million Affordable  
Housing Bond Proposal, 2002, entitled "Homes for  
the City"  
(Resolution No. 020425-S3)**

## **SUMMARY:**

"Homes for the City" is a citywide campaign to put a \$250 million affordable housing bond on the November 2002 ballot to create 4,000 homes for families in San Francisco. "Homes for the City" will increase the supply of affordable housing and create better opportunities for San Francisco residents to buy their own home. The money will be used to provide homeownership opportunities for first time homebuyers (\$62.5 million) and for construction or rehabilitation of new homes for rent (\$187.5 million).

Homeownership programs will benefit people at or below 100% of Area Median Income (\$80,000 for a family of four). Rental programs will serve people at or below 60% of AMI (\$48,060 for a family of four). Clearly, some members of our staff and, in particular, our students could potentially benefit from this initiative.

## **BACKGROUND INFORMATION:**

San Francisco's housing crisis won't go away unless we continue to dedicate resources to ensuring that all City residents have a place to call home. In 1996, San Francisco voters took a big step forward by passing a \$100 million affordable housing bond. By August 2002, this funding will have served 2,316 households in 31 developments including: 1,812 apartments, 264 transitional housing units, and 240 Down payment Assistance Loans (DALP).

## **SUPPORTING ORGANIZATIONS AND INDIVIDUALS**

Bernal Heights Neighborhood Association; Chamber of Commerce; Chinatown Community Development Center; Coalition on Homelessness; Council of

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### **BOARD OF TRUSTEES**

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DR. PHILIP R. DAY, JR., CHANCELLOR



Community Housing Organizations; Mission Anti-Displacement Coalition; Mission Housing Development Corporation; Non-Profit Housing Association of Northern California; San Francisco Homeless Summit; San Francisco Organizing Project; Senior Action Network; Supervisor Tom Ammiano; Supervisor Chris Daly; Supervisor Matt Gonzalez; Supervisor Mark Leno; Supervisor Sophie Maxwell; Supervisor Jake McGoldrick; Supervisor Gavin Newsom; Supervisor Aaron Peskin; Supervisor Gerardo Sandoval, Mayor Willie Brown, Assemblymembers Carole Migden and Kevin Shelly, Senator John Burton, and other members of the political leadership teams.

**RECOMMENDATION:**

RESOLVED: That the Board of Trustees enthusiastically supports the "Homes for the City" 2002 ballot initiative.

Board of Trustees: Originators



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:** April 25, 2002

**W1**

**To:** Board of Trustees

**From:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** Real Estate

Authorization to enter into a lease agreement with San Francisco Unified School District, for approximately 30,000 square feet at 106 Bartlett Street and approximately 30,000 square feet at 940 Filbert Street, along with the use of multiple other sites beginning July 1, 2001 and ending June 30, 2004.

(Resolution No: 020425-W1)

## BACKGROUND INFORMATION:

The San Francisco Community College District (SFCCD) leases both buildings and classrooms at various sites from the San Francisco Unified School District (SFUSD).

The proposed lease reflects the fact that SFCCD's prepaid twenty year lease for the use of 940 Filbert Street in 1982 has expired and annual lease payments are now required. The 2000-01 payment to SFUSD are about \$400,000, including \$5,000 per year for each of two Child Care sites.

After a series of discussions, both Districts have now come to an agreement on a three-year structure of pricing and provisions.

The proposed pricing structure for a three-year lease agreement between SFCCD and SFUSD is attached. Both Governing Boards will need to ratify this proposed pricing structure.

## RECOMMENDATION:

**RESOLVED:** That District administration be authorized to enter into a three-year lease agreement with San Francisco Unified School District in accordance with the attached, "Proposed Pricing Structure for Lease Agreement between SFCCD and SFUSD," and

### BOARD OF TRUSTEES

RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute such a lease agreement on behalf of the San Francisco Community College District.

Peter Goldstein, Originator

# PROPOSED PRICING STRUCTURE FOR LEASE AGREEMENT BETWEEN SPCCD & SFUSD

[illegible]







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 25, 2002

**FOR INFORMATION ONLY  
NO ACTION NECESSARY**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY  
Report on contracts under \$15,000,  
Office of Facilities Planning, City College of San Francisco  
(020425-FIO)**

## **BACKGROUND INFORMATION:**

This report is for information only as authorized by Resolution 000525-B5 regarding construction contracts that are no more than \$15,000, and to be reviewed by Board Trustees as required by the Education Code Section 81656.

1. **Miller Pacific Engineering Group (Soil Engineering)** – Stadium Football Field Turf Replacement, contract total \$9,900, 1997 General Obligation Bond. For contractor to provide engineering services for investigation of existing site condition, design of new engineered fill material, and inspection of installation.

## **BOARD OF TRUSTEES**

04/25/2002 FIO Capital Outlay For Information Only, page 1

RODEL E. ROUS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR



## **FOR INFORMATION ONLY**

Honorable Board of Trustees  
San Francisco Community College District

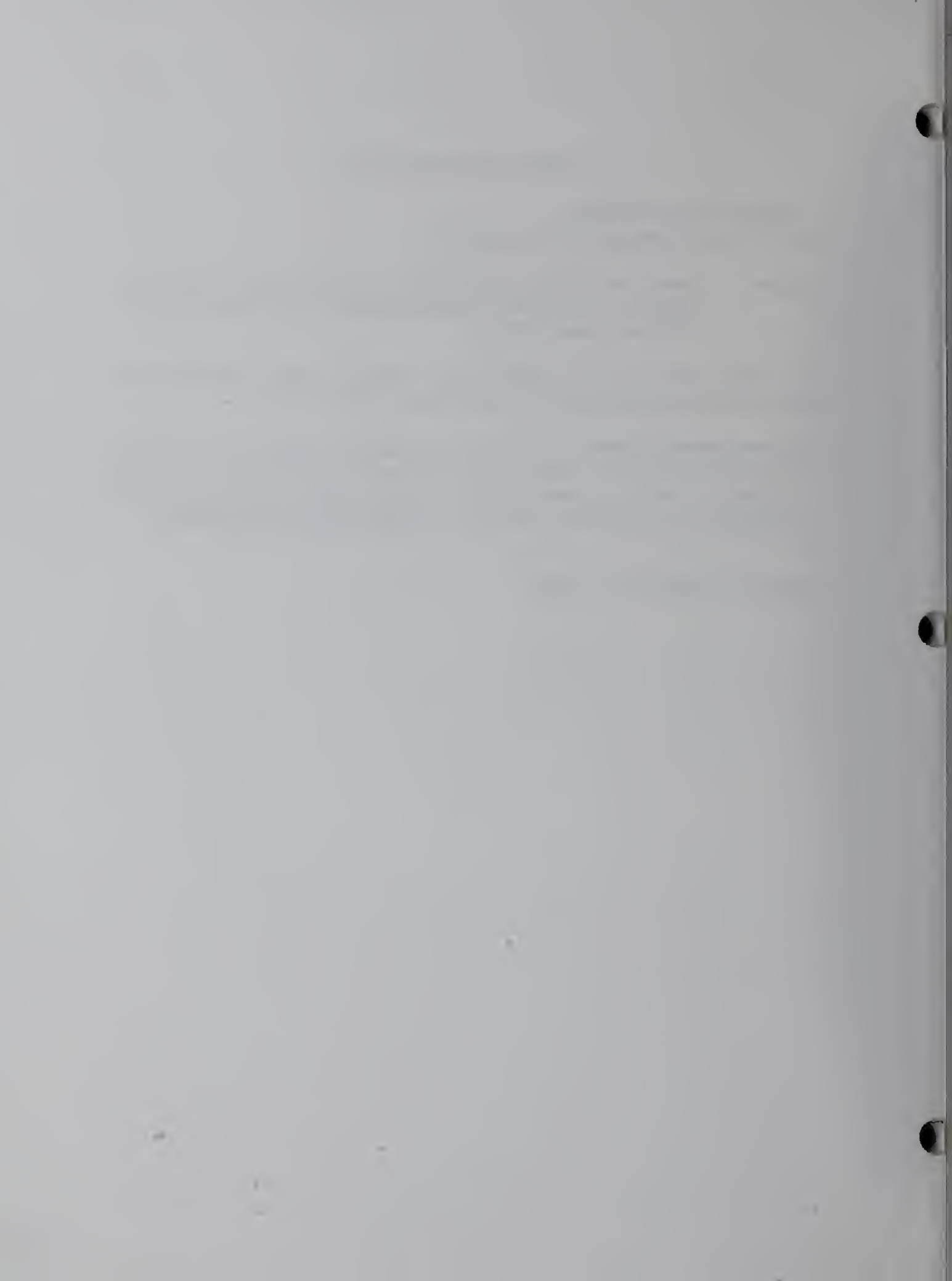
Subject: Report on Contracts under \$50,000, School of Health and Physical Education, Vocational Nursing Department, City College of San Francisco, March 2002.

This report is for information only on contracts under \$50,000 that the Vocational Nursing Department amended during February 2002.

- Seton Medical Center – Contract total \$29,282, original term dates of February 26, 2001 to April 6, 2001 extended through February 28, 2003, original purpose to provide a 6-week Certified Nursing Course expanded to include other needs determined by the Vocational Nursing Department.

Originator: Linda Squires Grohe





## FOR INFORMATION ONLY

Honorable Board of Trustees of the  
San Francisco Community City College District

Subject: Report on grants submitted and/or managed between March 22 – April 25, 2002 by the Office of Research, Planning and Grants, City College of San Francisco (CCSF)

This report is for information only on grants submitted and managed by the Office of Research, Planning and Grants, March 22 – April 25, 2002.

- Cesar Chavez Day of Service and Learning Grant – “The Visual and Performing Arts Honor Cesar E. Chavez” Program received an additional \$700 from the Governor’s Office on Service and Volunteerism (GO SERV) for a new total budget of \$16,799. These funds were appropriated to augment registration fees for a mandatory orientation attended by two project staff at \$350 per person. The orientation was held January 17 – 18, 2002.
- Real Estate Education Center – CCSF will receive additional funds, not to exceed \$12,000, for the new Real Estate Education Center, awarded to the College in March by the State Chancellor’s Office. These funds will be transferred from the previous host of the Center, Yosemite Community College District (YCCD). CCSF’s Center will provide a statewide resource offering leadership in real estate education policies and services to California’s 108 community colleges. The funds from YCCD must be expended by June 30, 2002. No additional district funds or space are required.
- Technology Opportunities Program (TOP) – CCSF’s request to the Department of Commerce, in collaboration with the San Francisco Housing Authority, will help residents in public housing use the Internet for educational and business development purposes. The total request is for \$748,561 over three years (2002-2005). A district match greater than \$50,000 is required and a Board Resolution for appropriation of funds will be submitted upon award. No additional district space is required.
- Title III Strengthening Institutions Program (Making Connections to Increase Student Success) – CCSF’s proposal to the Department of Education for Title III funds will support two primary activities. The first proposed activity will provide students with a comprehensive computerized assessment of skills, interests and abilities; an electronic educational plan; an orientation to the

learning community; and a three-tiered computerized tracking and support system. The second proposed activity will offer students intensified instruction and academic support in developmental ESL, English, and Math by creating instructional labs, linking them to the curriculum, and integrating learning strategies throughout the instructional program for underprepared students. The total amount requested is \$1,724,138 over five years (2002-2007). A district match greater than \$50,000 is required and a Board Resolution for appropriation of funds will be submitted upon award. No additional district space is required.

- Funds for Student Success (FSS) – With California Community Colleges Chancellor's Office FSS funds, CCSF will expand its Community Service Learning programs—Project SHINE in particular—and develop a set of second-stage courses enabling students to deepen, hone, and expand their interest in integrating service with their academic experience. The request totals \$170,952 over three years (2003-2005). A district match greater than \$50,000 is required and a Board Resolution for appropriation of funds will be submitted upon award. No additional district space is required.
- English Literacy and Civics Education (EL Civics) – The activities proposed to the California Department of Education's Office of Adult Education will focus on the development of a community resource catalog for immigrants and on the enrichment of ESL and citizenship classes through contextualized learning experiences. The request is for \$205,373 for one year (2002-2003). No additional district funds or space are required.
- Focus Grant (OUTLOOK) – With the National Endowment for the Humanities' (NEH) Focus Grant, CCSF will develop OUTLOOK—a program based on the SCANS/Asian Infusion model focused on topics relating to Afghanistan and its neighbors, with an emphasis on using visual teaching tools. Faculty members will participate in staff development, visiting speakers, consider and refine their own efforts to utilize the visual in teaching, and prepare resource exhibitions and related curricular materials that will circulate to the CCSF campuses in 2002-2003. The amount requested is \$25,000 for one year (2002-2003). No additional district funds or space are required.
- Public Programs Consultation Grants – If awarded the NEH's Public Programs Consultation Grant, CCSF will hire a consultant to develop the Outlook program. The amount requested is \$10,000 for one year (2002-2003). No additional district funds or space are required.
- California Community College Diversity Marketing Project-Year one was extended through December 31, 2001. In light of this change, the Year 2 project date was changed to January 1, 2002 and ending September 30, 2002. The amount of the year 2 project award is not to exceed \$162,944.

Originator: Kristin Hershbell

INFORMATION REPORT  
NO ACTION NECESSARY

**DATE:** April 25, 2002  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: Chancellor's Report  
Academic Employees  
Acceptance of Resignation  
with the Intent to Retire  
(020425 – RPT)**

The following academic employees have submitted, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Brown, Yvonne D.	Full-time	Transitional Studies	John Adams	05/24/02
McCurdy, Margaret L.	Full-time	ESL	Phelan	05/24/02
				<b>AMENDED FROM 020321</b>
Millar, W. Stuart	Full-time	Aeronautics	Airport	05/24/02
				<b>AMENDED FROM 020321</b>

The following part-time academic employees have notified us of their intention to resign, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Devito, Gennaro A.	Part-time	Business	Alemany	05/24/02
Nelson, Robert C.	Part-time	ESL	Phelan	05/24/02

Originator: Clara Starr



INFORMATION REPORT  
NO ACTION NECESSARY

**DATE:** April 25, 2002

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** Chancellor's Report  
Academic Employees  
Acceptance of Resignation  
(020425 - RPT)

The following academic employees have submitted, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Katz, Jonathan	Full-time	GLST	Phelan	12/18/01

The following part-time academic employees have notified us of their intention to resign, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
McKinney, Cleveland	Part-time	Business	Southeast	02/28/02
Peltz, Robert	Part-time	Business	Downtown	06/30/01

Originator: Clara Starr







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## NOTICE

### REGULAR MEETINGS

#### .THE

### BOARD OF TRUSTEES

#### SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

LOCATION: GOUGH STREET CONFERENCE ROOM  
GOUGH STREET  
33 GOUGH STREET, SAN FRANCISCO

DATE: **THURSDAY, MAY 30, 2002**

TIME: **5:00 PM**

DOCUMENTS DEPT.

This meeting is normally devoted to Closed Session Topics.

MAY 28 2002

LOCATION: AUDITORIUM  
GOUGH STREET CAMPUS  
33 GOUGH STREET, SAN FRANCISCO

SAN FRANCISCO  
PUBLIC LIBRARY

DATE: **THURSDAY, MAY 30, 2002**

TIME: **6:00 PM**

This meeting is normally devoted to Open Session Topics.

SPECIFIC TIMES SUBJECT TO CHANGE.

Call 241-2234 for information.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5

The San Francisco Community College District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Persons who wish to request disability-related accommodations including sign-language interpreters should contact Linda R. Jackson, District ADA Coordinator, Office of Affirmative Action, 31 Gough Street, Room 16, San Francisco, CA, 94103, Phone: (415) 241-2281, Fax: (415) 241-2203. Please request accommodations no later than 12 working days prior to the date of the Board meeting in order to assure the best possible arrangements.

#### BOARD OF TRUSTEES

RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR



1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the specific procedures and protocols that must be followed when conducting financial transactions. It details the steps from initial request to final approval and recording.

3. The third part of the document provides a detailed overview of the organization's financial structure, including a breakdown of revenue sources and expense categories. This section is designed to provide a clear understanding of the organization's financial health.

4. The fourth part of the document discusses the various risks associated with financial mismanagement and the strategies in place to mitigate these risks. It highlights the importance of proactive risk management in ensuring the organization's long-term success.

5. The fifth part of the document concludes with a summary of the key findings and recommendations. It reiterates the importance of adherence to the established procedures and protocols and encourages ongoing communication and collaboration between all stakeholders.

6. The final part of the document provides a list of resources and contact information for further assistance. It includes links to relevant documents and identifies the key personnel responsible for implementing and monitoring the financial management process.

## TO MEMBERS OF THE PUBLIC

The Agenda page and accompanying resolutions have been prepared well in advance of the regularly schedule meeting of the Board of Trustees of the San Francisco Community College District. Please note that Resolution are subject to amendment and replacement.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

You should be aware of the following (Government Code § 54954.2):

1. Additional agenda items to be acted upon by the Board may be posted at 33 Gough street and in the lobby of Conlan Hall at the Phelan Campus at least 72 hours in advance of the regularly scheduled Board Meeting. Resolutions may also be available at the time of posting, but if not, such resolutions will be available at the Board Meeting.
2. Additional agenda items and resolutions, although not posted as in paragraph 1 above, may still be acted upon by the board at the regular meeting:
  - a) Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code § 54956.5. Emergency is defined as work stoppage or other activity which severely impairs public health, safety, or both as determined by a majority of the members of the Board, OR crippling disaster which severely impairs public health, safety or both, as determined by a majority vote of the members of the Board, OR
  - b) Upon a determination by a two-thirds vote of the members of the Board present at the meeting or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted 72 hours in advance of the Board Meeting, OR
  - c) The Item was posted 72 hours in advance of a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

# THE HISTORY OF THE

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### **For Members of the Public:**

To facilitate the conduct of business at Board meetings, the following information has been taken from the District's Policy Manual concerning the conduct of Board Meetings.

#### **From PM 1.05 A:**

The order of business may be revised at any meeting when, in the discretion of the President, such revision will benefit the public and/or order of the meeting.

#### **From PM 1.05 L:**

L. Granting the Privilege of the Floor. A person desiring to speak shall be recognized by the Chair only after complying with the following procedures:

For matters appearing on the agenda, an individual desiring to address the Board must complete a "Request to Address Board" card, completing the information thereon including the subject to be addressed. If there is to be a written report presented, a copy(ies) shall be submitted in advance to the Chancellor.

Any person desiring to address the Board on non-agenda items must also complete the "Request to Address Board" card and will be recognized at the end of the agenda. Only items directly related to District business may be presented.

Cards for these purposes are available in the Office of the Chancellor and also at the Board meeting. Completed cards should be presented to the Board President prior to the beginning of the meeting. As a matter of courtesy, the Board encourages people to notify the Chancellor's Office in advance of the Board meeting of their intention to address the Board. Prior to calling for a vote on an item before the Board, the Presiding Officer shall determine if speaker cards have been submitted for that item. Persons who have submitted cards prior to the consideration of the item shall be called upon by the Presiding Officer. Persons who address the Board may address only the agenda item being considered and shall have up to three minutes for comments. Should another person who has submitted a request to speak card in advance of consideration of the item wish to forego speaking on that item, he or she may grant his or her speaking time to another speaker who has also submitted a request to speak card, but in no event shall any speaker have more than two allotments (totaling up to six minutes) of speaker time on any item. However, in order to facilitate the completion of District business, the Presiding Officer may also limit the total length of time allotted to the speakers on a given topic or agenda item which may reduce the individual speaker's time on that topic or item. Speaking too long, being unduly repetitious, or discussing irrelevancies disrupt the meeting, and may result in the forfeiture of speaking opportunities during that meeting.



The President of the Board reserves the right of determining the order of the speakers and changing the order of the agenda if it will be of benefit to the public and/or the order of the meeting.

Undue interruptions or other interference's with the orderly conduct of Board business cannot be allowed. Defamatory or abusive personal remarks, which disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of District business, are always out of order. However, the Board shall not prohibit public criticism of the policies, procedures, programs, or services of the District, or of the acts or omissions of the Board.

The President may terminate the speaker's privilege of address if after being called to order, he or she persists in improper conduct or remarks, or if the speaker fails to speak on the subject matter for which the privilege of the floor was granted.

No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against an employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on non-agenda items or unless otherwise required by law.

Comments or presentations made by members of the public to the Board do not necessarily reflect the opinion of the Board or of its individual members, nor does the Board necessarily endorse or sanction such comments or presentations. Persons who address the Board on matters of their choosing are solely responsible for the content of such comments or presentations.



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415.239.3000

## AGENDA

### CLOSED SESSION

### BOARD OF TRUSTEES OF THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

### GOUGH STREET CONFERENCE ROOM

33 GOUGH STREET  
San Francisco  
THURSDAY, May 30, 2002  
5:00 P.M.

DOCUMENTS DEPT.

MAY 28 2002

SAN FRANCISCO  
PUBLIC LIBRARY

- I. OPEN SESSION  
Announcement of Closed Session Topics

- II. CLOSED SESSION

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (G.C. 54956.8)

Property :	324 Havelock Street San Francisco, Ca.
Agency Negotiator:	Peter Goldstein
Negotiating parties:	Eugene Moggia
Under Negotiation:	Price and terms of payment

Property :	106 Bartlett Street San Francisco, Ca.
Agency Negotiator:	Peter Goldstein
Negotiating parties:	Philip Smith of San Francisco Unified School District
Under Negotiation:	Price and terms of payment

- B. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION  
(G.C. 54956.9(a))

Name of Case: Womack v SFCCD – SF Superior Court Case  
CPF – 02-500892

- C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION  
(G.C. 54956.9)

Significant exposure to litigation pursuant to Gov. Code 54956.9 (b) – 3 cases

Initiation of litigation pursuant to Gov. Code 54956.9 (c) – 1 case

### BOARD OF TRUSTEES

RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TON HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR

D PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (G.C. 54957)

E. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Chancellor

F. CONFERENCE WITH LABOR NEGOTIATORS (G.C. 54957.6)

1. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de  
Jennings, Steve Hale, and Charles  
Sakai

Employee Organizations: Service Employees International Union (SEIU) 790,  
American Federation of Teachers (AFT) 2121, Department Chairperson Council  
(DCC), and San Francisco Building and Construction Trade Council Unions  
(SFBCTCU)

2. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de  
Jennings, Steve Hale, and Charles  
Sakai

Unrepresented Employees: Stationary Engineers, District Designated Managers,  
Employee Relations Manager, Supervisors, and Confidential Classifications.

### III. OPEN SESSION

Disclosure of Board actions from Closed Session, pursuant to Government Code 54957.1

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.

**Regular Meeting of the  
Board of Trustees of the  
San Francisco Community College District**

**City College of San Francisco**

**GOUGH STREET CAMPUS  
AUDITORIUM  
33 GOUGH STREET  
San Francisco**

**Thursday, MAY 30, 2002**

**Open Session - 6:00 p.m.**

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Minutes  
Regular Meeting Minutes – April 25, 2002
- IV. Adoption of Resolutions Agenda
- V. Approval of Consent Agenda Items as Listed
- VI. Special Presentations
- VII. Monthly Financial Report – James Kendrix & Peter Goldstein
- VIII. Action on Other Resolutions Agenda Items
- IX. Report from Constituent Groups
  - Academic Senate      - Ophelia Clark, President
  - Associated Students      - Rick Cantora, President
  - Classified Senate      - Alice Munoz-Shvarts, President
- X. Board of Trustees' Report
- XI. Chancellor and Staff Reports





- XII. Closed Session Announcements - Legal Counsel Ronald Lee
- XIII. Requests to Speak
- XIV. Request for Update on PLA Feasibility Study- Coalition for Economic Equity / S. F. Building & Construction Trade Council.
- XV. Adjournment

**FINANCE**  
**GENERAL FUND**

- B1 - Resolution authorizing the issuance of a 2002 Tax and Revenue Anticipation Note and participation in the Community College League of California cash flow financing program
- B2 - Authorization be hereby given to renew SFCCD's contract with Keenan & Associates to obtain claims administration services in connection with our liability and property insurance coverage for the Fiscal Year 1996-97 and 1997-98 at a cost not to exceed \$22,000 \*c
- B3 - Authorization to amend one (1) resolution as indicated in the table. \*c

**CAPITAL OUTLAY**

- B4 - Authorization be hereby given to contract with Pacific Communications Associates, Inc. to conduct a feasibility study of interconnecting the campuses via fiber optic cable for a cost not to exceed \$45,000
- B5 - Authorization for FOUR ( 4 ) Contract Modification(s) totaling \$\_\_\_\_\_ for Special Services Contract(s) and Construction Contract(s), and one (1) Special Services Contract Amendment \*c
- B6 - Authorization be hereby given to contract with ViaNovus Inc., for the project: Project/Construction Management Software For District's Capital Outlay Improvement Projects, to be completed on or before June 30, 2003, at a cost of not to exceed \$72,640
- B7 - Authorization be hereby given to contract with \_\_\_\_\_ for the project: Stadium Football Field Grading For Turf Replacement, to be completed on or before July 31, 2002, at a cost of not to exceed \$\_\_\_\_\_.



B8 - Authorization be hereby given to contract with \_\_\_\_\_ for the project: Stadium Football Field Turf Replacement, to be completed on or before August 31, 2002, at a cost of not to exceed \$\_\_\_\_\_,

B9 - Authorization be hereby given to contract with Hoi's Construction Inc., for the project: Student Health Counseling Center B207 Alterations, to be completed on or before August 31, 2002, at a cost of not to exceed \$88,300

\*c

## GRANTS/CONTRACTS

B10 - Authorization be hereby given to submit a renewal application for funds and to appropriate all funds receivable upon approval by Chancellor's Office California Community Colleges for a grant to continue The Tech Prep Partnership, for the period July 1, 2002 to June 30, 2003 for a total not to exceed \$72,630

\*c

B11 - Authorization be and is hereby given for approval to contract with Dr. Valerie Natale of Obura Co. for the time period of June 1, 2002 through March 31, 2003, in the amount not to exceed \$75,650

\*c

B12 - Authorization be and is hereby given for approval to contract with Dan Weiler of Dan Weiler Associates for the time period of June 1, 2002 through March 31, 2003, in the amount not to exceed \$15,000

\*c

B13 - Authorization to amend six (6) resolutions as indicated in the table.

\*c

B14 - Authorization be hereby given to submit an application for TS, ESL, and ESL Citizenship Programs, and to appropriate all funds receivable upon approval by the California Department of Education, under the Workforce Investment Act, Title II, Adult Education and Family Literacy Act, Section 231, (P.L. 105-220), for the period July 1, 2002 to June 30, 2003, for a total not to exceed \$650,000

\*c

B15 - Authorization hereby be given to submit an application for the Industry-Driven Regional Collaborative (IDRC) grant for an amount up to \$600,427, and to appropriate all funds receivable upon approval by the State Chancellor's Office for the period July 1, 2002 to June 30, 2003

\*c





- B16 - Authorization is hereby given to contract with Passports Educational Travel for logistical and program arrangements to and within Cuba in connection with a credit program, for 15 days in December 2002 and January 2003
- B17 - Authorization be hereby given to enter into an instructional service agreement with the San Francisco Fire Department for a period of three years, effective June 1, 2002 until May 31, 2005, not to exceed \$200,000 per year, based upon available funds
- B18 - Authorization is hereby given to enter into a subrecipient contract with the San Francisco Unified School District from June 1, 2002-October 1, 2002 for an amount not to exceed \$50,000
- B19 - Authorization be hereby given to submit  
an application for funds and to appropriate all funds receivable upon approval by Chancellor's Office California Community Colleges, VTEA I-C Funding, July 1, 2002 to June 30, 2003, not to exceed \$1,248,306 \*c
- B20 - Authorization be hereby given to  
award a three-year contract beginning August 1, 2002 and ending July 31, 2005 with two (2) single year extensions upon mutual agreement to Delicor for machine vending services throughout the District \*c
- B21 - Authorization be given to appropriate  
all funds receivable from the Chancellor's Office, California Community Colleges to increase enrollment in the CCSF, Registered Nursing Degree Program, for the period July 1, 2002 to August 31, 2004, in an amount not to exceed \$119,402 \*c

#### **EQUIPMENT, SUPPLIES & SERVICES**

- C1 - Procurement of equipment, supplies, services  
etc., less than \$3,000 \*c
- C2 - Procurement of equipment, supplies, services, etc.,  
\$3,000 or more \*c
- C3 - Acceptance of Gifts \*c
- C4 - Disposal of Personal Property with Insufficient Sales Value \*c



## HUMAN RESOURCES

- |      |   |   |    |
|------|---|---|----|
| G1-4 | - | Academic Employees, Credit Program,<br>District Funded  | *C |
| H1   | - | Academic Employees, Credit Program,<br>Categorically Funded   | *C |
| L1   | - | Amending employment contract for the purpose<br>of (a) purchasing tax sheltered annuities, (b) contributing to tax<br>sheltered custodial accounts, for those employees requesting such<br>purchases or contributions, and (c) termination of the amendment<br>to employment contract | *C |
| N1   | - | Academic Employees, Community Services Classes  | *C |

## SPECIAL

- |    |   |   |    |
|----|---|---|----|
| S1 | - | Presenting the Initial Proposal of the<br>Department Chairperson Council and the Initial Proposal of the San<br>Francisco Community College District for a Successor Collective<br>Bargaining Agreement, and Placing a Special Order of Business on<br>the Agenda for a Public Board of Trustees Meeting in June 2002 for<br>Public Response to the Initial Proposals | *C |
| S2 | - | Adopting the Report of the Public Meeting/Public Records Advisory<br>Committee; Directing the Chancellor to Implement the<br>Recommendations within the Report; Expressing Gratitude to<br>Members of This Advisory Committee   |    |
| S3 | - | Opposing the Classification By Race, Ethnicity, Color or National<br>Origin Initiative, known as the "Racial Privacy Initiative"  |    |
| S4 | - | Support for Congressional Legislation authored by<br>Representative Robert Underwood  |    |

### Information only

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

**Next Board Meeting Date:                    June 27, 2002**  
**GOUGH STREET CAMPUS**  
**33 GOUGH STREET**  
**San Francisco**







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002

**B1**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GENERAL FUND  
RESOLUTION AUTHORIZING THE ISSUANCE OF A  
2002 TAX AND REVENUE ANTICIPATION NOTE  
AND PARTICIPATION IN THE COMMUNITY  
COLLEGE LEAGUE OF CALIFORNIA CASH FLOW  
FINANCING PROGRAM  
(Resolution No. 020530-B1)**

## **BACKGROUND INFORMATION:**

WHEREAS, pursuant to Sections 53850 et seq. of the Government Code of the State of California (the "Act") contained in Article 7.6 thereof, entitled "Temporary Borrowing," on or after the first day of any fiscal year (being July 1), the San Francisco Community College District (the "District") may, pursuant to a resolution of its Board of Trustees (the "Board"), borrow money by issuing notes for any purpose for which the District is authorized to expend moneys, including but not limited to current expenses, capital expenditures, and the discharge of any obligation or indebtedness of the District;

WHEREAS, the Board hereby determines that an amount (the "Principal Amount") not to exceed \$20,000,000 (the "Maximum Principal Amount"), which Principal Amount is to be confirmed and set forth in the Pricing Confirmation (as defined in Section 4 hereof), is needed for the requirements of the District to satisfy obligations of the District, and that it is necessary that the Principal Amount be borrowed for such purpose by the issuance of a temporary note therefor in anticipation of the receipt of taxes, revenue and other moneys to be received by the District during or attributable to fiscal year 2002-2003;

WHEREAS, it appears, and the Board hereby finds and determines, that the Principal Amount, when added to the interest payable thereon, does not exceed eighty-five percent (85%) of the estimated amount of the uncollected taxes, income, revenue, cash receipts and other moneys of the District attributable to fiscal year 2002-2003, and available for the payment of said note and the interest thereon;

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## **BOARD OF TRUSTEES**

RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR

WHEREAS, pursuant to Section 53856 of the Code, certain revenues that will be received by the District during and attributable to fiscal year 2002-2003 can be pledged for the payment of said note and the interest thereon (as hereinafter provided);

WHEREAS, the Board has determined that it is in the best interests of the District to participate in the Community College League of California Cash Flow Financing Program (the "Program"), whereby participating community college districts (collectively, the "Participating Districts") will simultaneously issue tax and revenue anticipation notes;

WHEREAS, the tax and revenue anticipation note authorized hereby (the "Note") will be sold to the Community College League Financing Authority (the "Authority") pursuant to a note purchase agreement, dated as of the date of the Pricing Confirmation, by and between the Authority and the District (the "Note Purchase Agreement"); and

WHEREAS, as part of the Program, the Authority will issue one or more series (each a "Series") of 2002 Tax and Revenue Anticipation Bonds (the "Bonds") pursuant to an Indenture (the "Indenture") between the Authority and Wells Fargo Bank, National Association (the "Trustee"), which Bonds will be secured by the tax and revenue anticipation notes of the Participating Districts, each Series to be distinguished by the type of credit enhancement, if any, that secures such Series, the principal amounts of the notes securing such Series the date of maturity of such Series, or by such other factors as may be determined by the Authority pursuant to the advice of RBC Dain Rauscher Inc., as financial advisor for the Program (the "Financial Advisor");

NOW, THEREFORE, the Board of the District hereby resolves as follows:

Section 1. Recitals. All of the above recitals are true and correct and the District so finds, determines, and represents.

Section 2. Authorization of Issuance of Note; Terms. The District hereby determines to borrow, solely for the purpose of anticipating taxes, income, revenue, cash receipts and other moneys to be received by the District during or attributable to fiscal year 2002-2003, an aggregate principal amount not to exceed the Maximum Principal Amount by the issuance, by the District, of a temporary note under Sections 53850 et seq. of the Code designated as the District's "2002 Tax and Revenue Anticipation Note." The Note shall be dated the date of delivery thereof; shall mature (without option of prior redemption) not more than 13 months from said date of delivery on a date indicated on the face of the Note and set forth in the Pricing Confirmation (as defined below), or if such date is not a day on which banks in New York or California are open for business, on the first business day prior to such date; and shall bear interest,

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payable on the dates set forth in the Note and computed on the basis of a 365/366 day year and the actual number of days elapsed, at the rate indicated on the face of the Note and set forth in the Pricing Confirmation (the "Note Rate"), but not in excess of twelve percent (12.0%) per annum. If the Note is not fully paid at maturity, then the unpaid portion thereof shall continue to bear interest thereafter at the Default Rate (to be set forth in the Pricing Confirmation). Both the principal of and interest on the Note shall be payable only upon surrender thereof, in lawful money of the United States of America, at the corporate trust office of the Trustee, which Trustee is hereby designated to be the Paying Agent for the Note (the "Paying Agent").

Section 3. Form of Note. The Note shall be issued in registered form without coupons and shall be substantially in the form and substance set forth in Exhibit A attached hereto and by reference incorporated herein, the blanks in said form to be filled in with appropriate words and figures.

Section 4. Sale of the Note. The Note shall be sold to the Authority pursuant to the Note Purchase Agreement. The form of the Note Purchase Agreement, including the form of the pricing confirmation supplement (the "Pricing Confirmation") set forth as Exhibit B thereto, presented to this meeting is hereby approved. The Chancellor, Vice Chancellor of Finance, Chief Financial Officer, chief business officer or any other person designated by the Vice Chancellor of Finance of the District (the "Authorized Representatives") are each hereby authorized and directed to execute (which execution shall be accomplished by execution of the Pricing Confirmation) and deliver the Note Purchase Agreement (including the Pricing Confirmation) in substantially said form, with such changes thereto as such Authorized Representative shall approve, such approval to be conclusively evidenced by his or her execution and delivery thereof; provided, however, that the interest rate on the Note shall not exceed twelve percent (12.0%) per annum, the discount on the Note, when added to the District's share of the costs of issuance of the Bonds, shall not exceed one and one-half percent (1.5%), and the Principal Amount shall not exceed the Maximum Principal Amount.

Section 5. Program Approval. The District's participation in the Program is approved; provided, however, that the District's decision to participate in the Program shall not be binding on the District until the execution and delivery of the Pricing Confirmation.

The District acknowledges that the Authority will execute and deliver the Indenture, (currently on file with the District), to the Trustee in substantially said form, with such changes thereto as an Authorized Representative shall approve, such approval to be conclusively evidenced by execution and delivery of the Pricing



Confirmation. The District authorizes and requests the Authority to issue Bonds pursuant to and as provided in the Indenture as finally executed.

The District acknowledges that the Authority, acting upon the advice of the Financial Advisor, may seek such credit enhancement for the Note and for the Series of Bonds related thereto as it deems necessary or desirable. The District agrees to be bound by the terms of such credit enhancement, if any, and the agreements related thereto. The District's approval of such credit enhancement, if any, and the agreements related thereto shall be conclusively evidenced by execution and delivery of the Pricing Confirmation. Each Authorized Representative is authorized to execute and deliver, on behalf of the District, all agreements related to credit enhancement for the Note and for the Series of Bonds related thereto that such Authorized Representative shall approve, such approval to be conclusively evidenced by execution and delivery of such agreements.

The Authorized Representatives of the District are hereby authorized and directed to provide the Financial Advisor with such information relating to the District as the Financial Advisor shall reasonably request for inclusion in the Preliminary Official Statement and Official Statement related to the Bonds. Upon inclusion of the information relating to the District therein, the Preliminary Official Statement is, except for certain omissions permitted by Rule 15c2-12 of the Securities Exchange Act of 1934, as amended (the "Rule"), hereby deemed final within the meaning of the Rule with respect to the District. If, at any time prior to the execution of the Pricing Confirmation, any event occurs as a result of which the information contained in the Preliminary Official Statement related to the District might include an untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading, the District shall promptly notify the Financial Advisor.

The District agrees to pay or cause to be paid, in addition to the amounts payable under the Note, its share of any fees or expenses of the Trustee in connection with its participation in the Program, as determined in accordance with the Indenture. Such additional fees and expenses will be paid by the District within twenty-five (25) days of receipt by the District of a bill therefor from the Trustee.

Section 6. Transfer; Exchange. The Note shall initially be registered in the name of the Authority. Thereafter, the Note may not be transferred or exchanged except for a transfer to a provider of credit enhancement for the Note or for the Series of Bonds related thereto as provided by the terms of such credit enhancement and any agreement related thereto.

Section 7. Deposit of Note Proceeds; No Arbitrage. A portion of the proceeds from the sale of the Note, in an amount equal to the District's share of the costs of issuance (including any fees and expenses incurred in connection with credit enhancement) of the Note and of the Series of Bonds related to the Note, shall be deposited in the Costs of Issuance Fund established under the Indenture and expended as directed by the Authority on costs of issuance as provided in the Indenture. The remainder of the proceeds from the sale of the Note shall be deposited in the Proceeds Fund established under the Indenture and, until transferred pursuant to a requisition of the District, be invested in Permitted Investments (as defined in and under the terms of the Indenture) as directed by the Authority. While they are on deposit in the Proceeds Fund, proceeds from the sale of the Note shall constitute additional security for repayment of the Note. Upon requisition submitted to the Trustee in accordance with the Indenture, the Note proceeds deposited in the Proceeds Fund shall be transferred to or on behalf of the District for any purpose for which the District is authorized to use and expend moneys. The District hereby covenants that it will make no use of the proceeds of the Note that would cause the Note to be an "arbitrage bond" under Section 148 of the Code; and, to that end, so long as the Note is outstanding, the District, and all of its officers having custody or control of such proceeds, shall comply with all requirements of said section, including restrictions on the use and investment of proceeds of the Note and the rebate of a portion of investment earnings on certain amounts, including proceeds of the Note, if required, to the Federal government, and of the Income Tax Regulations of the United States Treasury promulgated thereunder or under any predecessor provisions, to the extent that such regulations are, at the time, applicable and in effect, so that the Note will not be an "arbitrage bond."

Section 8. Payment of Note.

(a) Source of Payment. The principal amount of the Note, together with the interest thereon, shall be payable from taxes, income, revenue, cash receipts and other moneys which are received by the District during fiscal year 2002-2003 and which are available therefor. The Note shall be a general obligation of the District, and to the extent the Note is not paid from the Pledged Revenues defined below, the Note shall be paid with interest thereon from any other moneys of the District lawfully available therefor, as provided herein and by law.

(b) Pledged Revenues. As security for the payment of the principal of and interest on the Note, the District hereby pledges certain unrestricted revenues (as further described in the following paragraph, the "Pledged Revenues") which are received by the District in the months specified in the Pricing Confirmation as Pledge Months (each a "Pledge Month" and collectively the "Pledge Months"). The term "unrestricted revenues" shall mean taxes, income, revenue, cash receipts, and other



money of the District as provided in Section 53856 of the Act, which are intended as receipts for the general fund of the District and which are generally available for the payment of current expenses and other obligations of the District.

With respect to each Pledge Month, the amount of unrestricted revenues which shall constitute Pledged Revenues will be equal to a percentage of the Principal Amount plus a percentage of the interest due on the Note on the applicable interest payment dates, including maturity, such percentages, and dates to be specified in the Pricing Confirmation. Any one of the Authorized Representatives of the District is hereby authorized to approve the determination of the Pledge Months and the amount of Pledged Revenues with respect to each Pledge Month by executing and delivering the Pricing Confirmation, such execution and delivery to be conclusive evidence of approval by this Board and such Authorized Representative.

The principal of the Note and the interest thereon shall be a first lien and charge against and shall be payable from the first moneys received by the District from such Pledged Revenues, as provided by law.

In the event that there are insufficient unrestricted revenues received by the District to permit the deposit into the Repayment Account, as hereinafter defined, of the full amount of Pledged Revenues to be deposited from unrestricted revenues in any Pledge Month, then the amount of any deficiency shall be satisfied and made up from any other moneys of the District lawfully available for the repayment of the Note and the interest thereon.

(c) Deposit of Pledged Revenues in Repayment Account. Pledged Revenues shall be held by the District in a special account within the District's general fund designated as the District's "2002 Tax and Revenue Anticipation Note Repayment Account" (the "Repayment Account") and applied as directed in this resolution. Any moneys placed in the Repayment Account shall be for the benefit of the holder of the Note, and until the Note and all interest thereon are paid or until provision has been made for the payment of the Note at maturity with interest to maturity, the moneys in the Repayment Account shall be applied only for the purposes for which the Repayment Account is created. Upon the written request of the Trustee or any provider of credit enhancement for the Note or the Series of Bonds related thereto, the District shall, within ten (10) Business Days following its receipt of such request, provide written evidence that the deposits to the Repayment Account required by this resolution have been made. In addition, the District shall provide such additional financial information as may be required by any provider of credit enhancement for the Note or the Series of Bonds related thereto. The District may satisfy the requirement of depositing moneys in

the Repayment Account by directing the Trustee to so designate such deposit from moneys in the Proceeds Fund attributable to the District.

(d) Disbursement of Moneys in Repayment Account. The District shall, to the extent necessary to pay the principal of and the interest on the Note, cause the moneys in the Repayment Account to be transferred to the Trustee, or credited by the Trustee from the Proceeds Fund, at least five (5) Business Days (as defined in the Indenture) prior to the date that interest on the Note must be paid, as applicable, and prior to the maturity of the Note. Moneys so transferred to, or credited by, the Trustee shall be deposited in the appropriate Bond Payment Fund established under the Indenture and applied to the payment of the principal of and interest on the Note when due and at maturity, as provided in the Indenture. In the event that moneys in the Repayment Account are insufficient to pay the principal of and interest on the Note when due and at maturity, such moneys shall be applied first to pay interest on the Note and second to pay principal of the Note. Any moneys remaining in or accruing to the Repayment Account after the principal of and the interest on the Note have been paid, or provision for such payment has been made, shall be transferred to the general fund of the District, subject to any other disposition required by the Indenture.

Section 9. Execution and Delivery of Note. The Note shall be executed by the manual or facsimile signature of an Authorized Representative and countersigned by the manual or facsimile signature of the Secretary or the Clerk of the Board. The proper officers of the District are hereby requested to deliver the Note to the Authority.

Section 10. Covenants and Warranties.

(a) It is hereby covenanted and warranted by the District that all representations and recitals contained in this resolution are true and correct.

(b) The District shall not incur any indebtedness secured by a pledge of its unrestricted revenues unless such pledge is subordinate in all respects to the pledge of unrestricted revenues hereunder.

(c) So long as any Bonds issued in connection with the Note are outstanding, the District will not create or suffer to be created any pledge of or lien on the Note other than the pledge and lien of the Indenture.

(d) The District and its appropriate officials have duly taken, or will take, all proceedings necessary to be taken by them for the levy, collection and enforcement of the Pledged Revenues in accordance with the law and for carrying out the provisions of this resolution and the Note.



Section 11. Ratification and Approval of Past and Future Actions. All actions heretofore taken by the officers and agents of the District with respect to the Note, the Bonds, and the Program are hereby approved, confirmed and ratified, and the officers and agents of the District are hereby authorized and directed to do any and all things and take any and all actions, which they, or any of them, may deem necessary or advisable in order to consummate the lawful issuance and delivery of the Note and the District's participation in the Program in accordance with this resolution and resolutions hereafter adopted by the District. The Authorized Representatives are hereby designated as "Authorized District Representatives" under the Indenture.

Section 12. Events of Default and Remedies.

If any of the following events occur, it is hereby defined as and declared to be and to constitute an "Event of Default":

(a) Failure by the District to make or cause to be made the transfers and deposits to the Repayment Account or any other payment required to be paid hereunder on or before the date on which such transfer, deposit or other payment is due and payable;

(b) Failure by the District to observe and perform any covenant, condition or agreement on its part to be observed or performed under this resolution, for a period of fifteen (15) days after written notice, specifying such failure and requesting that it be remedied, is given to the District by the Paying Agent, unless the Paying Agent shall agree in writing to an extension of such time prior to its expiration;

(c) Any warranty, representation or other statement by or on behalf of the District contained in this resolution or the Note Purchase Agreement (including the Pricing Confirmation) or in any requisition or any financial report delivered by the District or in any instrument furnished in compliance with or in reference to this resolution or the Note Purchase Agreement or in connection with the Note, is false or misleading in any material respect;

(d) A petition is filed against the District under any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or liquidation law of any jurisdiction, whether now or hereafter in effect, and is not dismissed within 30 days after such filing, but the Paying Agent shall have the right to intervene in the proceedings prior to the expiration of such 30 days to protect its interests and the interests of the registered owner of the Note;

(e) The District files a petition in voluntary bankruptcy or seeking relief under any provision of any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or liquidation law of any jurisdiction, whether now or hereafter in effect, or consents to the filing of any petition against it under such law; or

(f) The District admits insolvency or bankruptcy or is generally not paying its debts as such debts become due, or becomes insolvent or bankrupt or makes an assignment for the benefit of creditors, or a custodian (including without limitation a receiver, liquidator or trustee) of the District or any of its property is appointed by court order or takes possession thereof and such order remains in effect or such possession continues for more than 30 days, but the Paying Agent shall have the right to intervene in the proceedings prior to the expiration of such 30 days to protect its interests and the interests of the registered owner of the Note.

Whenever any Event of Default referred to in this Section shall have happened and be continuing, the Paying Agent shall, in addition to any other remedies provided herein or by law or under the Indenture, have the right, at its option without any further demand or notice, to take one or any combination of the following remedial steps:

(1) Without declaring the Note to be immediately due and payable, require the District to pay to the Paying Agent an amount equal to the principal of the Note and interest thereon to maturity, plus all other amounts due hereunder, and upon notice to the District the same shall become immediately due and payable by the District without further notice or demand; and

(2) Take whatever other action at law or in equity (except for acceleration of payment on the Note) which may appear necessary or desirable to collect the amounts then due and thereafter to become due hereunder or to enforce any other of its rights hereunder.

Section 13. Proceedings Constitute Contract. The provisions of the Note and of this resolution shall constitute a contract between the District and the registered owner of the Note, and such provisions shall be enforceable by mandamus or any other appropriate suit, action or proceeding at law or in equity in any court of competent jurisdiction, and shall be irrevocable.

Section 14. Request to Borrow; Transmittal of Resolution. The Note shall be issued in conjunction with the note or notes of one or more other community college districts, as described in Section 53853(b) of the Act. Following its adoption by the Board, signed copies of this resolution shall be transmitted by the Secretary of the Board to the treasurer of the county (the "County") in which the District is located, to the



County's board of supervisors (the "County Board"), and to the County's superintendent of schools. Transmittal of this resolution to the County Board shall constitute a request by the Board for borrowing and for the issuance of the Note by the County Board. This resolution is based on the assumption that the County Board will fail to authorize, by resolution, the issuance of the Note within 45 calendar days of its receipt hereof or that the County Board will notify the District that it will not authorize the issuance of the Note within such 45-day period. If within such 45-day period the County Board authorizes, by resolution, issuance of the Note, then, notwithstanding this resolution, the Notes shall be issued in the name of the District by the County Board pursuant to such resolution of the County Board.

Section 15. Limited Liability. Notwithstanding anything to the contrary contained herein or in the Note or in any other document mentioned herein or related to the Note or to any Series of Bonds to which the Note may be assigned, the District shall not have any liability hereunder or by reason hereof or in connection with the transactions contemplated hereby except to the extent payable from moneys available therefor as set forth in Section 8 hereof.

Section 16. Amendments. At any time or from time to time, the District may adopt one or more Supplemental Resolutions, without the necessity for consent of the owner of the Note, for any one or more of the following purposes:

(a) to add to the covenants and agreements of the District in this Resolution, other covenants and agreements to be observed by the District which are not contrary to or inconsistent with this Resolution as theretofore in effect;

(b) to add to the limitations and restrictions in this Resolution, other limitations and restrictions to be observed by the District which are not contrary to or inconsistent with this Resolution as theretofore in effect,

(c) to confirm, as further assurance, any pledge under, and the subjection to any lien or pledge created or to be created by, this Resolution, of any monies, securities or funds, or to establish any additional funds or accounts to be held under this Resolution;

(d) to cure any ambiguity, supply any omission, or cure or correct any defect or inconsistent provision in this Resolution; or

(e) to amend or supplement this Resolution in any other respect;

provided, however, that any such Supplemental Resolution does not adversely affect the interests of the owner of the Note.

Any modification or amendment of this Resolution and of the rights and obligations of the District and of the owner of the Note may be made by a Supplemental Resolution, with the written consent of the owner of the Note; provided, however, that if such modification or amendment will, by its terms, not take effect so long as the Note remains outstanding, the consent of the owner of the Note shall not be required. No such modification or amendment shall change or modify any of the rights or obligations of the Paying Agent without its written assent thereto.

In addition to the amendments permitted by the above paragraphs, this Resolution, including the form of the Note, may be amended at any time prior to the execution and delivery of the Note pursuant to the Note Purchase Agreement or the Indenture, the provisions of which are incorporated herein by reference to the extent that they relate to the Note, the District, and the District's participation in the Program. Any amendment of this Resolution pursuant to this paragraph shall not require the execution and delivery of a Supplemental Resolution

Section 17. Severability. In the event any provision of this Resolution shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 18. Appointment of Bond Counsel. The law firm of Stradling Yocca Carlson & Rauth, a Professional Corporation, San Francisco, California is hereby appointed as Bond Counsel for the Note and for the Program. The District acknowledges that Bond Counsel regularly performs legal services for many private and public entities in connection with a wide variety of matters, and that Bond Counsel has represented, is representing or may in the future represent other public entities, underwriters, trustees, rating agencies, insurers, credit enhancement providers, lenders, financial, and other consultants who may have a role or interest in the proposed financing or that may be involved with or adverse to the District in this or some other matter. Given the special, limited role of Bond Counsel described above the District acknowledges that no conflict of interest exists or would exist, waives any conflict of interest that might appear to exist, and consents to any and all such relationships.

Section 19. Effective Date. This Resolution shall take effect from and after its date of adoption.



PASSED AND ADOPTED by the District this \_\_\_ day of \_\_\_\_\_, 2002, by the following vote:

AYES:

NOES:

ABSENT:

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President, Board of Trustees

Attest:

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Secretary, Board of Trustees

Peter Goldstein, Originator  
James Kendrix, Originator

# SAN FRANCISCO COMMUNITY COLLEGE DISTRICT 2002 TAX AND REVENUE ANTICIPATION NOTE

\$\_\_\_\_\_

Rate of Interest:	Maturity Date:	Note Date:
%	, 2003	, 2002

PRINCIPAL AMOUNT: \_\_\_\_\_ DOLLARS

It is hereby certified, recited and declared that this Note has been made, executed and given pursuant to and by authority of a resolution of the Board of Trustees of the District duly passed and adopted under and by authority of Article 7.6 (commencing with Section 53850) of Chapter 4, Part 1, Division 2, Title 5, California Government Code, and that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of this Note have existed, happened and been performed in regular and due time, form and manner as required by law, and that this Note, together with all other indebtedness and obligations of the District, does not exceed any limit prescribed by the Constitution or statutes of the State of California.

The principal amount of the Note, together with the interest thereon, shall be payable from taxes, income, revenue, cash receipts and other moneys that are received by the District during fiscal year 2002-2003. As security for the payment of the principal of and interest on the Note the District has pledged an amount equal to fifty percent (50%) of the principal amount of the Note plus fifty percent (50%) of the interest due on the Note from the unrestricted revenues received by the District in the month ending January 31, 2003; and an amount equal to fifty percent (50%) of the principal amount of the Note plus fifty percent (50%) of the interest due on the Note at maturity from the unrestricted revenues received by the District in the month ending April 30, 2003 (such pledged amounts being hereinafter called the "Pledged Revenues"); and the principal of

the Note and the interest thereon shall constitute a first lien and charge thereon and shall be payable from the Pledged Revenues, and to the extent not so paid shall be paid from any other moneys of the District lawfully available therefor.

The District and the Paying Agent may deem and treat the registered owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes, and neither the District nor the Paying Agent shall be affected by any notice to the contrary.

IN WITNESS WHEREOF, the District has caused this Note to be signed by the manual or facsimile signature of its Authorized Representative and countersigned by the manual or facsimile signature of the Secretary of its Board of Trustees, each as of the Note Date.

**SAN FRANCISCO COMMUNITY  
COLLEGE DISTRICT**

By \_\_\_\_\_  
Authorized Representative

Countersigned:

By \_\_\_\_\_  
Secretary, Board of Trustees

Peter Goldstein, Originator  
James Kendrix, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002

**B2**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GENERAL FUND**

**Authorization for renewal of contract with Keenan & Associates for insurance claims administration for Fiscal Year 2002-03 and 2003-04, not to exceed \$22,000 per year  
(Resolution No.020530 – B2)**

## BACKGROUND INFORMATION:

Since June 30, 1986 the College has obtained liability coverage by participating in a statewide pooling of community colleges known as the State-Wide Association of Community Colleges (SWACC), a Joint Powers Authority (JPA). The College's Vice Chancellor of Finance and Administration is currently the Vice President of SWACC. SWACC requires each member college to obtain insurance claims administration through a third party for the portion of coverage that is "self insured". For City College the self-insured level, which is akin to a deductible, is \$25,000 on both property and liability claims. SWACC has entered into a series of management services contracts with Keenan & Associates to obtain claims management services for claims filed against the SWACC-JPA since 1986. Efficiency in administrative effort and improved coordination of claims processing are achieved by having the same third party administer claims under as well as over our self-insured level. Consequently, City College has contracted with Keenan & Associates for claims administration services since July 1, 1986. Because Keenan continues to provide excellent service to the College, the Vice Chancellor of Finance and Administration recommends that we continue with Keenan & Associates for claims administration for fiscal years 2002-03 and 2003-04. The maximum price based on Keenan's time and expenses will not exceed \$22,000 per year.

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### BOARD OF TRUSTEES

RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR

015



**RECOMMENDATION:**

**RESOLVED:** That authorization be hereby given to renew SFCCD's contract with Keenan & Associates to obtain claims administration services in connection with our liability and property insurance coverage for the Fiscal Year 1996-97 and 1997-98 at a cost not to exceed \$22,000, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute such a contract on behalf of the SFCCD.

Peter Goldstein, Originator

**DATE:** March 30, 2002

**B3**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT:** GENERAL FUND  
Authorization to amend one (1) resolution as indicated in the table below.  
(Resolution No. 020530-B3)

**BACKGROUND INFORMATION:**

ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT DATE	ORIGINAL TOTAL AMOUNT	CHANGE	NEW TOTAL NOT TO EXCEED	COMMENTS: ORIGINATOR
A 011220-B3	Strata Information Group (SIG)	January 1, 2002 - June 30, 2002	\$170,500	1) + \$21,280 2) Extend contract date to December 31, 2002	\$191,780	The additional amount is for Fixed Asset Training funded by the District Budget Office  Originator: James Kendrix and Doug Re

**RECOMMENDATION:**

**RESOLVED:** That the Board authorizes the specific amendment to the Resolution as indicated in the table without any impact on the unrestricted General Fund, and

**FURTHER BE IT RESOLVED:** That the chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the district to effectuate this resolution.

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05/30/02 – B3 page 1





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002

**B4**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY  
Approval of Special Services Contract  
With Pacific Communications Associates, Inc.  
(Resolution No: 020530-B4)**

## BACKGROUND INFORMATION:

In 1999, City College started on a project to modernize its network infrastructure. The infrastructure is now in place on all campuses except John Adams (which is in progress). Currently the campuses are interconnected via T1 phone lines which are relatively slow. In order to maximize the utilization of the new network infrastructure, the connections between campuses must be upgraded to improve the speed and response time of the network. This resolution will authorize a contract with Pacific Communications Associates, Inc. to conduct a study to determine the technical feasibility of interconnecting the campuses via fiber optic cable as an alternative to the current T1 connections. They will also provide estimates of any costs associated with such a transition. A decision on intercampus connectivity must be made before the District can move forward with its plans for upgrading the telephone system as well as the video distribution system, as well as, ITS planned interactive classroom television system.

The GO bond of 2001 will cover the cost of the contract, for an amount not to exceed \$45,000 for the period from June 1, 2002 through September 30, 2002.

## RECOMMENDATION:

**RESOLVED:** That authorization be hereby given to contract with Pacific Communications Associates, Inc. to conduct a feasibility study of interconnecting the campuses via fiber optic cable for a cost not to exceed \$45,000, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

**Peter Goldstein and Douglas Re, Originators**

BOARD OF TRUSTEES

5/30/02 - B4 page 1  
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DR. PHILIP R. DAY, JR., CHANCELLOR



Identify companies with available fiber and/or available conduit

We will research the entire San Francisco City Area to identify companies owning dark fiber, fiber with excess capacity and available conduit.

Establish contact and availability of dark fiber and/or conduit

Once companies have been identified, we will make personnel contact. We will research the availability of fiber and conduit.

Cost for fiber and/or available conduit

Once available fiber and conduit is established, we will obtain rate schedules for all costs associated with any lease entered into.

Establish connect ability between all CCSF locations

Once contact has been established with all companies having fiber or conduit available, we will determine if connect ability exists to all CCSF locations and other locations designated by CCSF.

Site visit(s)

We will visit and inspect all sites for installation of fiber optic equipment. We will also check for ingress and egress from each location.

Visual inspection of all existing and proposed POP facilities

We will inspect all proposed and existing POP locations. This will include all on premise and off premise locations.

Final Report

PCA will prepare a final report with respect to connect ability to all CCSF locations along with a cost sheet for leasing fiber and/or conduit.

May 06 02 03:47p 115 415-233-3073 P. 2

# ***Pacific Communications Associates, Inc.***

PO Box 1147  
Brentwood, CA 94513  
925-634-1203  
925-634-9403 FAX

## **COMPANY PROFILE**

Pacific Communications Associates, Inc. (PCA) is a California Corporation and has been in business since 1990. PCA's President and Chief Operating Officer Milan "Pete" Petrovich is an Electrical Engineer with over 33 years experience in every facet of the cable television and broadband communications industry.

In addition, Mr. Petrovich owns and operates Petrovich & Associates, which currently has contracts with cable MSO's and several fiber optic manufacturers in the US.

PCA has been active in the installation of digital fiber optic networks in Guam, Saipan, Australia, Korea, New Zealand, Micronesia and Japan. PCA has also designed and installed the first AM fiber project outside the United States on the Island of Saipan in 1988.

PCA negotiated strategic alliances to allow creation of a full service one stop long distance, cable television, Internet ISP (both RF broadband modem and dial in access), and cellular telephone package.

PCA was directly responsible as project manager for development, launch of and ongoing management operational management of digital cable (TVN & IUTS) and high speed cable modem (3COM) Internet services.

PCA is active in microwave engineering and installation world wide with over 300 projects in the US and abroad. Mr. Petrovich was the principal engineer for the microwave network that served the San Francisco Bay Area for cable ad sales during the 1980's. This network had eight transmit and 22 receive sites with 6 channels through out the Bay Area. Other projects include; Seattle, Washington (4 transmit sites and 17 receive sites, 36 channels); Salem Oregon (1 transmit sites and 4 receive sites, 42 channels);

Redding, California (2 transmit sites and 7 receive sites, 54 channels); Marin County, California (2 transmit sites and 12 receive sites, 54 channels); Oroville, California (1 transmit sites and 6 receive sites, 42 channels); Marysville, California (1 transmit sites and 3 receive sites, 6 channels); San Francisco, California (18 transmit sites and 30 receive sites, various number of channels); Pleasanton, California (1 transmit site and 9 receive sites, 54 channels); Nashville, Tennessee (1 transmit site and 10 receive sites, 42 channels); Milwaukee, Wisconsin (4 transmit site and 9 receive sites, 70 channels); Cleveland, Ohio (1 transmit site and 12 receive sites, 54 channels); Long Island, New York (4 transmit sites and 413 receive sites, 60 channels); World Wide (175 transmit sites and over 600 receive sites, with a various number of channels).

Mr. Petrovich has also engineered and installed numerous MMDS systems.

PCA is currently working on an undersea digital fiber project in Micronesia to connect the islands of Guam, Rota, Tinian and Saipan.

PCA has engineered and installed over 50 television broadcast station in the US and abroad.

PCA has engineered and installed over 700 television receive only satellite stations and over 50 satellite transmit terminals.

### Elected Positions

Mr. Petrovich currently serves as a Vice Mayor for the City of Brentwood California. Elected to a four-year term in 1996 and re-elected to a second four-year term in 2000, Brentwood is the fastest growing City in the State of California according to the League of California Cities.

Mr. Petrovich served two terms as a Board Member for the Society of Cable Television Engineers and is currently a Senior Member.

### Industry Activities

Mr. Petrovich is founder of the Golden Gate Chapter of the Society of Cable Television Engineers and served as its President in 1984 and 1985. Mr.



Petrovich received the Society of Cable Television Engineers Member of the Year award in 1985. He also served on the Community Antenna Television Association committee for the Technical Sessions of the Western Cable Show. He also was profiled in the August 1985 issue of cable Television Business.

Mr. Petrovich was also the founder of the SCTE's annual January Conference that currently is attended by over 1500 industry engineers.

From 1976-1985, Mr. Petrovich was Manager of Engineering of the cable division of Viacom Cablevision, where he was in charge of engineering serving 22 cable television systems and 500,000 cable customers.

From 1967-1976, Mr. Petrovich served in various engineering positions in the cable television industry. Positions include Director of Engineering for Basil Cable Systems and Staff Engineer for FCB Cablevision.

### Awards

Mr. Petrovich received the Society of Cable Television Engineers member of the year award in 1985.

### Memberships

Society of Cable Television Engineers (Senior Member)  
Society of Broadcast Engineers  
SMPTE  
IEEE

Mr. Petrovich is dedicated to the broadband communications industry.





DATE:

May 30, 2002

B5

TO:

Board of Trustees

FROM:

Dr. Philip R. Day, Jr., Chancellor

SUBJECT:

CAPITAL OUTLAY

Authorization for FOUR ( 4 ) Contract Modification(s) totaling \$\_\_\_\_\_ for Special Services Contract(s) and Construction Contract(s), and one (1) Special Services Contract Amendment (Resolution No. 020530-B5)

## BACKGROUND INFORMATION:

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT AMOUNT	PREVIOUS MODIFICATION(s) AMOUNT	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS
A	991028-B2 Historic Preservation- Colombo Building, Chinatown/NB Campus	Page & Turnbull (Historic Preservation Architect)	\$16,090	\$15,000	Amend CM #01 - \$16,090 To \$22,000	Amend \$47,180 TO \$53,090	Amendment to the approved Contract Modification resolution 020425-B9 due to typo of proposed amount in the resolution.
B	010830-B7 Alemany Campus Building Elevator and ADA Improvement	Angotti and Reilly, Inc., (General Contractor)	\$515,139	\$39,544.14	CM #03 - \$45,430.71	\$600,113.85	Project Allotment: \$883,874 Project Encumbered & Paid To Date (Include This Contract Modification): \$741,748.90 Change Order #3 - Fire alarm system, Door replacement, painting & wall repair and other minor items.
C	020321-B7 John Adams Campus Gymnasium Brck Repair & Seismic Upgrade	Romkon, Inc., (General Contractor)	\$261,000	\$0	CM 01 - \$__	\$__	Project Allotment: \$406,540 Project Encumbered & Paid To Date (Include This Contract Modification): \$__ Lead Paint Abatement work not in original contract.
D	011115-B6 Fort Mason Art Studio, Building B, Interior Tenant Modifications	Eternal Construction, Inc., (General Contractor)	\$137,200	\$3,747.05	CM #02 - \$2,278.69	\$143,225.74	Project Allotment: \$190,000 Project Encumbered & Paid To Date (Include This Contract Modification): \$163,606 Transformer relocation and revision to controls for dust collector.

ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT AMOUNT	PREVIOUS CONTRACT MODIFICATION(\$)	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS
E 010118-B5 Construction Management services for the 1997 Bond, Scheduled Maintenance, and Hazardous Substance Abatement Projects	Kal Krishnan Consulting Services, Inc., (KKCS) (Construction Management)	\$150,000	\$0	CM #01 - \$10,500	\$160,500	Project Allotment: \$240,000 Project Encumb & Pay't To Date (Include This Contract Modification): \$160,500  Additional Construction Management services for Science Hall Electrical Upgrade project.
			Total	\$		

**RECOMMENDATION:**

**RESOLVED:**  
the table, and

That the Board authorizes the specified modifications to the resolutions as indicated in

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator  
W/ David Liggett





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

May 30, 2002

**B6**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY  
Authorization to Award Contract -  
ViaNovus Inc.,  
(Resolution No. 020530-B6)**

## **BACKGROUND INFORMATION:**

**Project:** *Project/Construction Management Software For District's Capital Outlay Improvement Projects*

The District's Facilities Planning and Construction (FP&C) Office has been researching Project/Construction Management (PM/CM) software for the last 10 months. This PM/CM software is for the District Project Managers' use on tracking multiple construction project contracts, schedules, budgets, change orders, and construction document management. The software will be installed on each project managers computer. With ITS Department and the Controller's Office assistance, the District has contacted ViaNovus, Primavera, Meridian, 3D/International, Prism and SCT (maker of the District's "Banner" accounting software) for evaluation and comparison. The District wishes to establish a contract with ViaNovus Inc., for the "Paragon" Project/Construction Management software for District's Capital Outlay Improvement projects.

"Paragon" is a PM/CM software written, produced, and sold by the ViaNovus Inc., located in Oakland. Contractors, construction management firms, and owner's depend on PM/CM software for:

- Construction budget management and analysis - Although the District's accounting program is the core of Facilities Planning construction accounting management (encumbrances and expenditure tracking), it was not intended for the day-to-day cost issues presented by construction projects. For example, every change in the project scope often has an initial cost proposal from a contractor, a counter offer by the owner, and then a final agreed amount. Accounting software only deals with the final amount, PM software deals with cost change management through the negotiation process.
- Document Tracking - Document Logs - Tracking of Request for Information (RFI), change order proposals, and product information submittals sent to the owner by the general contractor, as well as weekly meeting minutes, change order requests, supplemental instructions, project schedules, and project status reports produced by the District.
- Linking documents to cost changes - Several of the documents above are often related to cost changes. PM software will assist in linking cost changes with their related documents.
- On-line communication. PM software also allows documents to be produced and distributed on-line. This allows the documents to be entered directly into the database, reducing redundant data entry and paper documents. On-line access will improve communication between the project administrator, architect, contractor, and will assist the

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05/30/2002 B6 page 1 PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG

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DR. PHILIP R. DAY, JR., CHANCELLOR



District Controller in overseeing expenditures.

- Database management - PM software is database management software tailored to the Client/Architect/Engineer/Contractor industry.

There are many PM/CM software products on the market. Each is unique. ViaNovus' product, Paragon, is being proposed as the District's PM/CM software because:

- It is software designed around the needs of owner project and construction management. Most, if not all, other programs were developed for general contractors.
- Many significant public agencies have selected it for their PM/CM software, including CalTrans and East Bay MUD.
- Paragon is capable of downloading accounting information from the District's accounting program.
- The software is very adaptable to the way Facilities Planning and Construction management needs to track project cost.
- ViaNovus is a relatively small firm that has been very responsive to our questions. They have met with the District's IT and accounting staff several times to answer a wide range of questions and answered them satisfactorily. ViaNovus has been in business since 1995.
- The cost of the program and support is comparable to other products.

The amount of this resolution includes:

Product	Term	Unit
Paragon 6 (for Client Server)	8	One time fee/User
Annual Tech Support & Upgrades	8	User/year
Standard Implementation Package	1	One time fee
Basic Training	2	days
Administrative Training	2	days
Needs Analysis		As required
Custom Report Creation	5	days
Banner Data Integration	5	days

Facilities Planning and Construction believes this will cover all cost to make the program fully functional for our office. The annual support contract will cost about \$6,800/year.

The project is funded by the **1997 Bond fund**, and is to be charged to 426000-0130-6203-7100-ADM (Administration).

#### **RECOMMENDATION:**

**RESOLVED:** That authorization be hereby given to contract with ViaNovus Inc., for the project: Project/Construction Management Software For District's Capital Outlay Improvement Projects, to be completed on or before June 30, 2003, at a cost of not to exceed \$72,640, and

#### **RECOMMENDATION:**

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator  
W/ David Liggett



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002

**B7**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY  
Authorization to Award Construction Contract -**

**(Resolution No. 020530-B7)**

## **BACKGROUND INFORMATION:**

**Project:** *Stadium Football Field Grading For Turf Replacement*  
(Project Bidding In Process, Bid Due on Wednesday 05/22/2002)

The District wishes to contract with \_\_\_\_\_ for the project: Stadium Football Field Grading For Turf Replacement. This project consists of: soil & ground preparation, grubbing, grading, fill material placement and compaction for installation of synthetic grass turf. This work is necessary for providing proper substrate with required grading to meet the designed drainage for the new synthetic grass turf.

The project is funded by the **1997 Bond fund**, and is to be charged to 42131C-8071-6202-7100-REN (Renovation).

## **RECOMMENDATION:**

**RESOLVED:** That authorization be hereby given to contract with \_\_\_\_\_ for the project: Stadium Football Field Grading For Turf Replacement, to be completed on or before July 31, 2002, at a cost of not to exceed \$\_\_\_\_\_, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
W/ David Liggett

### **BOARD OF TRUSTEES**

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DR. PHILIP R. DAY, JR., CHANCELLOR





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002

**B8**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**  
**Authorization to Award Construction Contract -**  
**(Resolution No. 020530-B8)**

## BACKGROUND INFORMATION:

**Project:** *Stadium Football Field Turf Replacement*  
(Project Bidding In Progress, Bid Due on Wednesday 05/22/2002)

The District wishes to contract with \_\_\_\_\_ for the project: Stadium Football Field Turf Replacement. This project consists of: supply and install 70,200 square foot of 2-1/2" thick outdoor FIELDTurf football/multipurpose grass for the stadium football field. FIELDTurf is a hybrid fiber product made from polyethylene and tufted into a porous surface.

FIELDTurf grass system provides a playable outdoor surface 12 months a year without the negatives associated with maintenance and repairs due to inclement weather and overuse of natural grass. Substantial savings from the scheduled maintenance and required equipment are expected in the long run. And the porous backing evacuates water rapidly to keep the field in perfect playing condition regardless of the weather.

The project is funded by the **1997 Bond fund**, and is to be charged to 42131C-8071-6202-7100-REN (Renovation).

## RECOMMENDATION:

**RESOLVED:** That authorization be hereby given to contract with \_\_\_\_\_ for the project: Stadium Football Field Turf Replacement, to be completed on or before August 31, 2002, at a cost of not to exceed \$\_\_\_\_\_, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
W/ David Liggett

05/30/2002 – B8 page 1

### BOARD OF TRUSTEES

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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002

**B9**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**  
**Authorization to Award Construction Contract -**  
**Hoi's Construction Inc.,**  
**(Resolution No. 020530-B9)**

## **BACKGROUND INFORMATION:**

*Project: Student Health Counseling Center B207 Alterations*

The District wishes to contract with Hoi's Construction Inc., for the project: Student Health Counseling Center B207 Alterations. This project consists of: demolition of interior finishes and mechanical system, construction of interior partitions and finishes, electrical installation from an existing panel, and new mechanical system.

The project is funded by the Special Maintenance and Repair Grant fund, and is to be charged to 412114-0130-6202-7100-S.

## **RECOMMENDATION:**

**RESOLVED:** That authorization be hereby given to contract with Hoi's Construction Inc., for the project: Student Health Counseling Center B207 Alterations, to be completed on or before August 31, 2002, at a cost of not to exceed \$88,300 and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
W/ David Liggett





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002 **B10**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GRANTS**  
**Authorization to Renew Existing Grant**  
**(Resolution NO. 020530 – B10)**

## BACKGROUND INFORMATION:

The passage of the Carl D. Perkins Vocational-Technical Education Act of 1998 authorized funding for Title II, The Tech Prep Education Act. Once again funds have been made available through the Chancellor's Office California Community Colleges (COCCC) to all community colleges that wish to participate in an organized Tech Prep consortium. The Office of Vocational Education, School of Applied Science and Technology wishes to apply for Tech Prep funding. These funds will support the existing collaboration between CCSF and SFUSD to create a citywide process that connects learning at the high school and community college levels within the School to Career partnership.

## Income:

Chancellor's Office California Community Colleges,  
Tech Prep Program Allocation \$72,630

## Expenditures:

	<u>Tech Prep</u>
Academic Salaries	\$55,136
Classified Salaries	3,108
Employee Benefits	4,593
Supplies and Materials	4,800
Other Operating Exp.	2,200
Indirect Costs	2,793
Totals	<u>\$72,630</u>

05/30/02 – B10 page 1

## BOARD OF TRUSTEES

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**RECOMMENDATION:**

**RESOLVED:** That authorization be hereby given to submit a renewal application for funds and to appropriate all funds receivable upon approval by Chancellor's Office California Community Colleges for a grant to continue The Tech Prep Partnership, for the period July 1, 2002 to June 30, 2003 for a total not to exceed \$72,630, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Phyllis G. McGuire, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002

**B11**

**TO:** Board of Trustees

**FROM:** Dr. Philip Day, Jr., Chancellor

**SUBJECT: GRANTS**

**Authorization to Contract for Special Services with  
Dr. Valerie Natale of Obura Co.  
(Resolution No. 020530-B11)**

## **BACKGROUND INFORMATION:**

This resolution authorizes a contract for special services with Dr. Valerie Natale, a biotechnology consultant, of Obura Co. for a total of \$75,650 from June 1, 2002 through March 31, 2003, to be paid for with funds from the newly awarded National Science Foundation grant (Resolution No. 01115-B27) to develop the Fix-a-Gene program. Dr. Natale will serve as the Principal Investigator and Project Director, with Philip Jardim of CCSF as co-PI, with oversight by Wing Tsao, Dean of Science and Math. Dr. Natale will oversee the day-to-day activities of the grant and will facilitate the achievement of all objectives related to this grant, which include: (1) developing a curriculum and instructional materials that provide community college students with actual research experience as a core part of their instruction and (2) designing a recruitment strategy to attract a variety of students and retain them. Dr. Natale's specific responsibilities include:

1. Designing the research
2. Developing the curriculum and instructional materials
3. Designing and carrying out student recruitment activities
4. Facilitating community and industry partnerships
5. Preparing progress reports
6. Overseeing the budget

Dr. Natale created the concept for the Fix-a-Gene program and has worked closely with CCSF to secure the aforementioned award from the National Science Foundation.

## **RECOMMENDATION:**

**RESOLVED:** That authorization be and is hereby given for approval to contract with Dr. Valerie Natale of Obura Co. for the time period of June 1, 2002 through March 31, 2003, in the amount not to exceed \$75,650, and

05/30/02 – B11 page 1

### **BOARD OF TRUSTEES**

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DR. PHILIP R. DAY, JR., CHANCELLOR

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

**Kristin Hershbell, Originator**

## Valerie Natale

24 Barneson Avenue, San Mateo, CA 94402 ■ 650-218-0945 ■ vnatale@pacbell.net

### Professional Preparation

Undergraduate Institution(s)	Major	Degree & Year
Mount Holyoke College	History	A.B., 1987
Graduate Institution(s)	Major	Degree & Year
University of Bern, Switzerland	Virology & Cell Biology	Ph.D., 1996
Trinity College, Dublin, Ireland	Virology	M.Sc. 1992

### Appointments

#### 1999–present: Consultant, Obura Company

Founded company and incorporated it in the State of California. Perform consulting work in the biotechnology industry and in academia. Customers include Agilent Technologies, Cygnus, Inc., Departments at Stanford and UCSF, and Business Communications Company (Norwalk, CT). Have devoted considerable time during this period to planning the Fix-a-Gene project.

#### 1999–present: Member, National Visiting Committee, Bio-Link

#### 1998–1999: Project Manager, CLONTECH Laboratories, Inc.

Supervised five employees and participated in areas of company management. Also wrote and edited scientific papers and user manuals related to retroviral gene transfer, cell culture, and apoptosis.

#### January 1997–1998: Staff Aide, Congressman Tom Lantos

Researched and analyzed science and technology issues in the district office of Congressman Tom Lantos. Also developed educational and other projects, including commemorations of historical and humanitarian events. Responsible for Medicare, Social Security, and FDA casework. Spoke at press conferences and legislative meetings in the United States and abroad, and directed three individuals who volunteered in the office.

### Publications Most Closely Related to the Project

Natale, V. (2001) Proteomics: An Assessment of Technologies and Commercial Potential. Business Communications Company, Norwalk, CT., 150 pages (est.).

Natale, V. (2001) Drug Discovery Technologies. Business Communications Company, Norwalk, CT., 195 pages.

Shinbrot, E., Spencer, C., Natale, V., and Kain, S. (2000) Use of green fluorescent protein-fusions in the detection of apoptosis. *Meth. Enzymolgy*, 327: 513 – 522.

Natale, V.A.I. and McCullough, K.C. (1998), Macrophage culture: influence of species-specific incubation temperature. *J. Imm. Meth.*, 214: 165 – 174. See:

<http://www.elsevier.com/homepage/sah/jim/menu.htm>







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002

**B12**

**TO:** Board of Trustees

**FROM:** Dr. Philip Day, Jr., Chancellor

**SUBJECT: GRANTS**

**Authorization to Contract for Special Services with Dan Weiler  
(Resolution No. 020530-B12)**

**BACKGROUND INFORMATION:**

This resolution authorizes a contract for special services with Dan Weiler of Dan Weiler Associates, an independent consultant and current Bio-Link evaluator, for a total of \$15,000. Mr. Weiler will work with Principal Investigator Dr. Valerie Natale to provide formative assistance in creating recruitment and curriculum development strategies and feedback on implementation of the newly awarded National Science Foundation Fix-a-Gene project (Resolution No. 01115-B27). CCSF's Bio-Link Center and UCSF will partner to deliver the Fix-a-Gene program focused on (1) developing a curriculum and instructional materials that provide community college students with actual research experience as a core part of their instruction and (2) designing a recruitment strategy to attract a variety of students and retain them.

**RECOMMENDATION:**

**RESOLVED:** That authorization be and is hereby given for approval to contract with Dan Weiler of Dan Weiler Associates for the time period of June 1, 2002 through March 31, 2003, in the amount not to exceed \$15,000, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Kristin Hershbell, Originator

## Daniel Weiler Associates

Daniel Weiler Associates (DWA) is a private consulting firm in Berkeley, California that conducts research and evaluation on issues of public policy. The firm specializes in the evaluation of education programs and projects. DWA is currently conducting independent evaluations for the Marine Advanced Technology Education Center (MATE) in Monterey and the Advanced Technological Center for Biotechnology (Bio-Link) in San Francisco, two of 13 national centers for advanced technology education supported by the National Science Foundation. Under subcontract to Museum Management Consultants, San Francisco, DWA is participating in a four-year study of after-school enrichment programs for elementary and secondary schools at 10 art museums throughout California. The programs and evaluation are funded by the Irvine Foundation. DWA was also responsible for the quantitative analysis of visitor reactions to the remodeled Cantor Center for the Visual Arts, on the campus of Stanford University (funded by the Museum). In addition, DWA has recently completed a national planning study for the San Francisco Jewish Community Relations Council, focusing on public school curriculum issues, as well as an evaluation of the policies and practices of a private school in Oakland and an evaluation of a residential marine science education program for elementary and secondary school students, a project supported by the Packard Foundation.

Before founding DWA in January 1998, Daniel Weiler was for 17 years Vice-President of RPP International (Emeryville, California), a firm he helped co-found in 1980. RPP, which also specializes in education issues, conducts Research and evaluation, consults on related Policy concerns, and provides direct assistance with the Practice and implementation of research or evaluation recommendations. While at RPP, Mr. Weiler directed or co-directed comprehensive research and evaluation studies on service-learning programs in California's K-12 schools, the use of technology in California education, community college cost-effectiveness, transfer education, and personnel policies, and faculty development in higher education, among other studies. Under subcontract to Museum Management Consultants, RPP, under Mr. Weiler's direction, recently completed quantitative analyses as part of an evaluation of a significant program of outreach to underrepresented minorities that were implemented at approximately 30 major art museums across the United States. The museum programs and evaluation were funded by the Wallace Reader's Digest Fund.

Mr. Weiler received his BA Summa Cum Laude in Government and Economics from Claremont Men's College and his Master's degree in Political Science from UCLA, where he also completed several additional years of graduate work. Before co-founding RPP in 1980, he was Deputy Director of the Education and Human Resources Program, the Rand Corporation (Santa Monica, California), where he had also served as Senior Social Scientist, research staff, and resident consultant. He was also a resident consultant (conducting education research) at System Development Corporation (SDC) in Santa Monica. His tenure at Rand and SDC extended over a period of 16 years.



Date: May 30, 2002

B13

To: Board of Trustees

From: Dr. Phillip Day, Jr., Chancellor

Subject: GRANTS

Authorization to amend seven (7) resolutions as indicated in the table.  
(Resolution No. 020530 – B13)

	<u>ORIGINAL RESOLUTION NUMBER</u>	<u>GRANTOR/CONTRACTOR</u>	<u>CONTRACT DATE</u>	<u>ORIGINAL TOTAL AMOUNT</u>	<u>CHANGE</u>	<u>NEW TOTAL NOT TO EXCEED</u>	<u>COMMENTS; ORIGINATOR</u>
A	010118-B12	Corporation for National Service/San Francisco State University	October 1, 2000 – September 30, 2001	\$17,829	Extend ending date to August 31, 2002	No change	SFSU extended CCSF's sub-recipient contract for Project SHINE to August 31, 2002. The gap in dates is a result of the following: the funder delayed approval of the extension for the prime recipient (Temple University); Temple University then had to approve the extension for SFSU (its subcontractor); SFSU in turn had to approve the extension of its subrecipient agreement with CCSF. The total contract remains the same as the original amount. Originator: Kristin Hershbell
B	011115-B29 000928-B5	CCCCO Fund for Student Success/Andreea Serban	December 1, 2001 – July 31, 2002	\$16,000	Additional contract for \$5,000 for June – July, 2002	\$21,000	Amended contract for an additional \$5,000 for June – July, 2002 to perform evaluation and analysis of projects funded by the Fund for Student Success. Originator: Kristin Hershbell



<b>C</b>	<b>ORIGINAL RESOLUTION NUMBER</b> 010628-B6	<b>GRANTOR/ CONTRACTOR</b> Calif. Dept. of Education, Workforce Investment Act, Adult Education and Family Literacy Act, Section 231	<b>CONTRACT DATE</b> July 1, 2001- June 30, 2002	<b>ORIGINAL TOTAL AMOUNT</b> \$607,050	<b>CHANGE</b> Increase amount by \$197,325. Ending date extended to Sept. 30, 2002	<b>NEW TOTAL NOT TO EXCEED</b> \$804,375	<b>COMMENTS: ORIGINATOR</b> Ending date extended 3 months.  Originator: Gary Tom
<b>D</b>	010628-B13	Learn To Earn More (LEM)	July 1, 2001 to June 30, 2002	\$166,667	Extend term to September 30, 2002		Extend term only.  Originator: Phyllis G. McGuire
<b>E</b>	010830-S4	Orfalea Foundation	July 1, 2001- July 1, 2010 as per annual budget	\$175,000	+\$1442	\$176,442	Additional amount for field trips for the Orfalea Family Centers. Originator: Sandra Handler
<b>F</b>	000525-B10	City & County of San Francisco, Department of Human Services	July 1, 2002- Sept. 30, 2002	\$186,162	+\$9,666	\$196,828	The increase in the grant will provide additional monitoring and hosting of the web- based Collaborative Case Management System (CCMS) shared by CCSF and DHS. Originator: Bernice Brown
<b>G</b>	020124-B8	Yosemite Child Development Training Consortium	August 20, 2001 - July 31, 2002	\$27,500	+\$10,000	\$37,500	\$10,000 additional fund will be used for tuition fees and book reimbursement for students. Originator: Sandra Handler

**RECOMMENDATION:**

**RESOLVED:** That the Board authorizes the specified amendment to the Resolution as indicated in the table, and

**FURTHER BE IT RESOLVED:**

That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002

**B14**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANTS**

**Authorization to submit an application and to appropriate all funds receivable with California Department of Education, Workforce Investment Act, Section 231. (Resolution No. 020530-B14)**

## BACKGROUND INFORMATION:

The California Department of Education has requested grant applications for supplementary services in ongoing adult education programs. The California State Plan for Adult Education and Literacy has been approved by the California State Board of Education and the U.S. Department of Education. Pursuant to the Workforce Investment Act of 1998, Title II, Adult Education and Family Literacy Act (AEFLA), Section 231, Supplemental Funding, (P.L. 105-220), the legislation authorizes supplemental funding for Transitional Studies (TS), English as a Second Language (ESL), and ESL Citizenship Programs. The Teachers Resource Center wishes to submit a grant application to the California Department of Education for Title II AEFLA funding.

Beginning July 1, 2002, program funding will be based solely on improvements in students' test scores. A program-maintained database will record students' test scores and calculate the number of attained funding benchmarks. The required data collection and testing will be funded through this grant. Additional available funds may be used for an array of services, such as the Teachers Resource Center and Library, staff development activities, curriculum development, purchase of instructional materials and other related items, conference travel, and auxiliary staff and improvement projects.

**RECOMMENDATION:**

**RESOLVED:** That authorization be hereby given to submit an application for TS, ESL, and ESL Citizenship Programs, and to appropriate all funds receivable upon approval by the California Department of Education, under the Workforce Investment Act, Title II, Adult Education and Family Literacy Act, Section 231, (P.L. 105-220), for the period July 1, 2002 to June 30, 2003, for a total not to exceed \$650,000, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Gary Tom, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002 **B15**  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANTS**

**Authorization to Submit an Application for the California Hotel Career Ladders Project Industry-Driven Regional Collaborative Grant (IDRC) for an amount up to \$600,427, and to appropriate all funds receivable.**

**(Resolution No: 020530-B15)**

**BACKGROUND INFORMATION:**

In 2001-02, the State Chancellor's Office awarded a nine-month Four-City Hospitality Career Ladders (IDRC) grant to San Jose Community College District (SJCCD) for a total of \$520,678. The purpose of the grant was to establish a career ladder program to recruit, train and place hotel workers in San Francisco, San Jose, Los Angeles and San Diego. SJCCD subcontracted with the City College of San Francisco (CCSF) Office of Contract Education to carry out the project activities in San Francisco for a total amount up to \$99,060. In April 2002, the subcontract amount was reduced by \$22,310 to a revised amount of up to \$76,750 (Board Resolution 020425-B11).

During the Four-City Steering Committee meeting in April 2002, it was decided that CCSF Office of Contract Education should be the prime contractor to apply for the second year IDRC Grant for 2002-03. The year two program will be a three-city project due to LACCD's withdrawal from the program. CCSF will subcontract with San Jose CCD, San Diego CCD, and each city's respective labor organization to continue carrying out the local liaison and proposed project activities in San Jose and San Diego. The estimated total subcontract amount will be for an amount not to exceed \$436,750.



The total project costs and the sources of funding are as follows:

Income from State Chancellor's Office

IDRC Grant \$600,427

Expenditures:

Academic Salaries	\$ 80,020
Classified Salaries	30,008
Employee Benefits	22,556
Supplies and Materials	4,000
Other Operating Expenses and Services (Subcontracts)	436,750
Capital Outlay	4,000
Indirect Costs	<u>23,093</u>
	\$600,427

Matching fund of \$731,850 will be provided by the Hotel Workers Union, Labor Management Education Fund and hotel employers of San Francisco, San Jose and San Diego. No District funding is required.

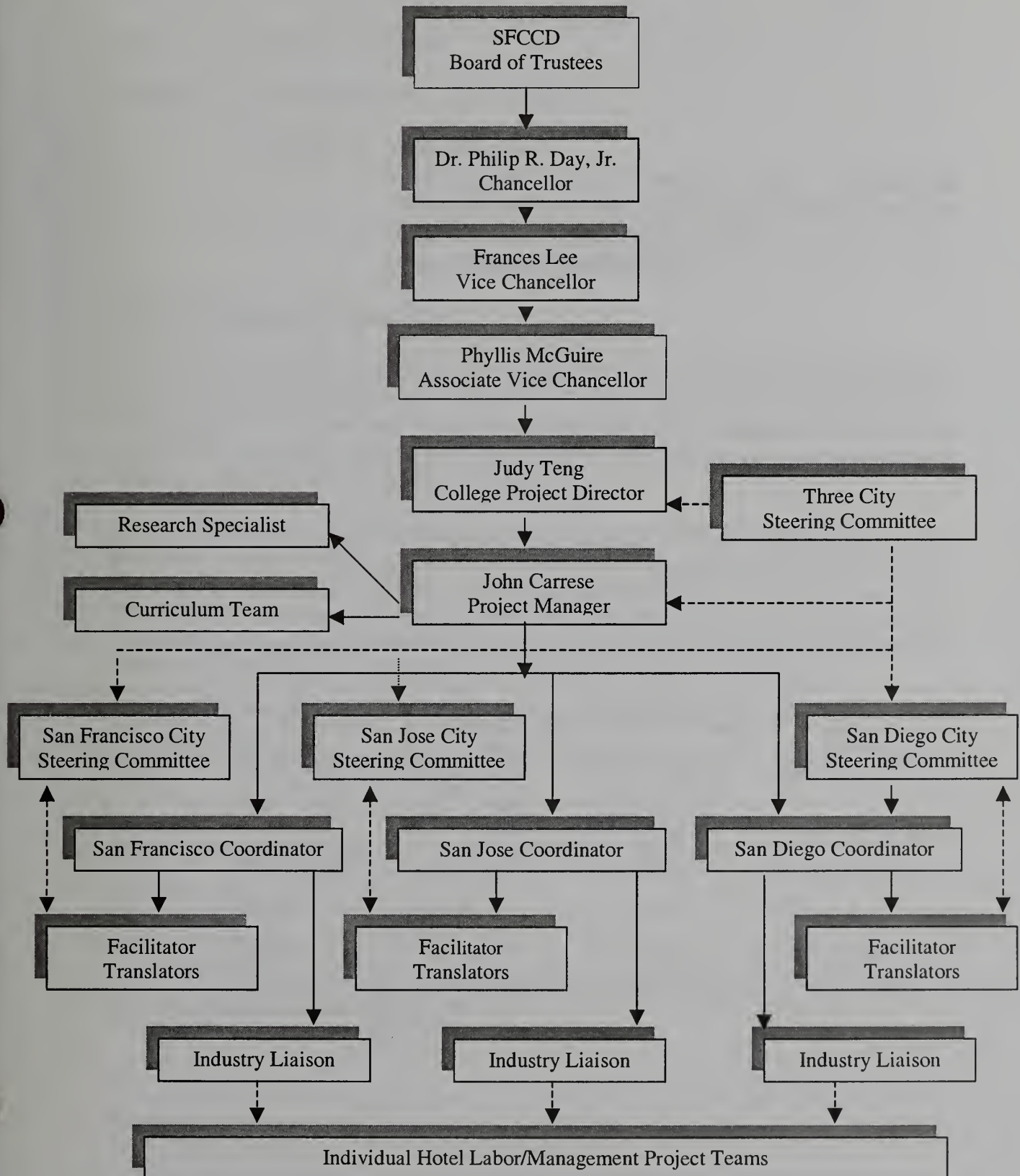
**RECOMMENDATION:**

RESOLVED: That authorization hereby be given to submit an application for the IDRC grant for an amount up to \$600,427, and to appropriate all funds receivable upon approval by the State Chancellor's Office for the period July 1, 2002 to June 30, 2003, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Judy Teng, Originator

# Proposed California Hotel Career Ladders Project Organization Chart







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002

**B16**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: CONTRACTS**

**Authorization to Contract with Passports  
Educational Travel to Offer a Study Abroad Program  
in Cuba, Winter Break 2002 - 2003  
(Resolution No. 020530-B16)**

**BACKGROUND INFORMATION:**

On February 28, 2002, the Board of Trustees adopted Resolution No. 020228-B13 authorizing the San Francisco Community College District to conduct an excursion to Cuba and to request proposals from qualified contractors to provide the necessary transportation and on-site logistical services associated with offering a Study Abroad Program in Cuba.

On April 3, 2002, a Request for Proposal, CCSF International Education Program, "Winter Break in Cuba, 2002-2003" was mailed to seven agencies which provide travel services in Cuba. The closing date for receipt of proposals was April 26, 2002. An extension to May 2, 2002 was provided to all agencies when they indicated that additional time was required in order to obtain pricing information from Cuba. Four proposals were received by the deadline, as follows:

Company Name	Passports	Cuba Cultural Travel	Global Exchange	MarAzul Charters
Land Package	15-19 \$2024 20-25 \$1924 25 + \$1859	15-19 \$2474 20-25 \$2474 25 + \$2474	15-20 \$2473 20-25 \$2175 25 + \$2110	\$2,750
West/East R/T airfare	\$866 (SF/Havana)	\$695 (LA/Havana)	\$800 (SF/Havana)	Quote not provided
Student Insurance	\$89 (included)	Not included	Not Included	Included in Cuba only
Liability Insurance	\$6 million	\$3 million	\$2 million	Not Included
Airport Tax	Included	Not included	Not included	Not included
Program Price	\$2890/\$2790/\$2725	*\$3169/\$3169/\$3169	\$3273/\$2975/\$2910	**\$2,750/\$2,950

\* Program Price does not include airfare from S.F. to L.A.

\*\* Program Price does not include airfare from S.F. to Miami.

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A fifth proposal from Adventure Tours was received after the deadline and was not considered.

Based upon a comparison of cost, value, and activities, the criteria of our requirements, and their price and policies, we are now requesting to contract with the company of Passports Educational Travel to provide the necessary travel arrangements for a "Winter Break 2002-2003 in Cuba" program. CCSF will be covered as a named insured by Passports' \$6,000,000 umbrella liability insurance policy.

Passports Educational Travel will work closely with the financial aid Office at CCSF and make special accommodation efforts for those students who have successfully applied for financial aid assistance.

The program will offer transferable credit in Latin American Studies. The costs of the program will be borne by the students. The District shall not expend any funds for transportation, housing, meals or incidentals.

**RECOMMENDATION:**

RESOLVED: That authorization is hereby given to contract with Passports Educational Travel for logistical and program arrangements to and within Cuba in connection with a credit program, for 15 days in December 2002 and January 2003, and

FURTHER BE IT RESOLVED: That the Chancellor, the Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the San Francisco Community College District to effectuate this resolution.

Originator: Joanne Low



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002

**B17**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: CONTRACT**

**Authorization to enter into an instructional service/rental agreement with the San Francisco Fire Department.  
(Resolution No. 020530 -B17)**

**BACKGROUND INFORMATION:**

The Office of Workforce and Economic Development and the Administration of Justice/Fire Science Department would like to enter into a three-year instructional service/rental agreement with the San Francisco Fire Department based upon our existing Academy model. This instructional service/rental agreement to provide City College of San Francisco credit courses to train the recruits for the San Francisco Fire Academy has been completed. The operational model that is the backbone of this agreement and the financial structure of same is based upon the same model agreement that the Board approved and has been operationalized for the Police Academy over the past two years.

The San Francisco Fire Department's mission statement emphasizes that members of the SFFD protect the lives and property of the people of San Francisco from fires, natural disasters, and hazardous materials incidents; to save lives by providing emergency medical services; to prevent fires through prevention and education programs; and to provide a work environment that values cultural diversity and is free from harassment and discrimination.

City College of San Francisco's Administration of Justice/Fire Science Department has developed curriculum to prepare men and women for careers in this field. CCSF's Fire Science Department and San Francisco Fire Department instructors possess the required qualifications for teaching Fire Academy and Officer courses. SFFD Chief Mario Trevino supports the affiliation with City College and the SFFD Fire Academy. Approximately 120 recruits will enroll in the Fire Academy courses in FY 2002/03. This enrollment equals approximately 140 Credit FTES for FY 2003/03. Thereafter, 80 recruits a year are projected.

Therefore, City College of San Francisco's Office of Workforce and Economic Development and the Administration of Justice/Fire Science Department wish to  
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enter into an agreement with the San Francisco Fire Department to provide affiliated educational courses for the San Francisco Fire Department. City College will ensure that the program conforms to Education Code and Title 5 mandated standards governing instructional programs.

The San Francisco Fire Department will provide Fire Academy classroom and laboratory space at 2310 Folsom Street and other facilities. The College will provide instructional service for Academy students, including registration, support services, census and grading reports. CCSF will retain FTES generated from these credit courses. CCSF shall pay the Academy an estimated rent based upon enrollment not to exceed \$200,000.00. The projected cost of this instructional service agreement is \$200,000 per year. Funding is from UPFX-7161-5610-2100-C, the Administration of Justice/Fire Science Budget.

This agreement will be based upon available funding and can be extended after three years on an annual basis. These funds have been allocated to UPFX-7161-5610-2100-C in CCSF's Annual Budget.

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to enter into an instructional service/rental agreement with the San Francisco Fire Department for a period of three years, effective June 1, 2002 until May 31, 2005, not to exceed \$200,000 per year, based upon available funds, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution effective June 1, 2002.

Phyllis McGuire, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002

**B18**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day Jr., Chancellor

**Subject: GRANT**

**Sub Recipient Agreement with San Francisco Unified  
School District  
(Resolution No. 020530-B18)**

## BACKGROUND INFORMATION:

In July 1999, The State Chancellors Office awarded a 3-year planning grant in the amount of \$149,999 per year to City College of San Francisco (CCSF) and the San Francisco Unified School District (SFUSD) to establish the John O'Connell Middle College High School. CCSF is the fiscal agent in this contract. In July of 2000, the planning grant was modified by the State Chancellors Office to be a permanent on-going grant.

As the program transitions from the planning stage to actual implementation and to achieve greater efficiencies, CCSF wishes to enter into a subrecipient contract. The agreement would provide for textbooks, travel, stipends for SFUSD faculty, classroom computers and supplies for an amount not to exceed \$50,000 from June 1, 2002-October 1, 2002.

## RECOMMENDATION:

**RESOLVED:** That authorization is hereby given to enter into a sub-recipient contract with the San Francisco Unified School District from June 1, 2002-October 1, 2002 for an amount not to exceed \$50,000, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Frank Chong, Originator

05/30/02 – B18 page 1

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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002

**B19**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANT**

**Authorization to submit an application for funds  
and to appropriate all funds receivable.  
(Resolution No. 020530 – B19)**

## BACKGROUND INFORMATION:

City College of San Francisco will receive VTEA funding (Carl D. Perkins Vocational and Technical Education Act of 1998) via the State Chancellor's Office for the purpose of vocational program improvement. The amount of money to be received is in direct relation to documentation of the number of low-income students enrolled in CCSF vocational programs. Monies are to be spent primarily on curriculum development and instructional delivery (which may include the purchase of updated equipment), student support services, professional development, and partnership development. In return, the college will be held accountable for demonstrating improvement in the areas of course success, certificate or degree completion, job placement and retention, and program participation and completion by students in programs that are nontraditional for their gender.

## Income:

Chancellor's Office California Community Colleges \$1,248,306

## Expenditures:

### City College of San Francisco (VTEA Title I-C Funds)

Academic Salaries	\$ 220,686
Classified Salaries	405,977
Employee Benefits	115,201
Supplies and Materials	24,681
Other Operating Expenses	64,750
Capital Outlay	<u>417,011</u>

Total \$1,248,306

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**RECOMMENDATION:**

**RESOLVED:** That authorization be hereby given to submit an application for funds and to appropriate all funds receivable upon approval by Chancellor's Office California Community Colleges, VTEA I-C Funding, July 1, 2002 to June 30, 2003, not to exceed \$1,248,306, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Phyllis McGuire, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:** May 30, 2002

**B20**

**To:** Board of Trustees

**From:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CONTRACT**  
**Authorization to Contract—Delicor**  
**(Resolution No.: 020530-B20)**

## BACKGROUND INFORMATION:

The District Contract for food vending machine services currently held by Canteen Vending is due to expire July 31, 2002. In March of 2002 a Request For Proposals (RFP) was advertised in local and ethnic papers and ultimate sent to nine companies who responded to our phone contacts and newspaper ads.

Five companies submitted proposal for consideration: Canteen Vending, T&A Vending Services, Lovatoni's Enterprises, Action Vending, Delicor.

A representative committee of classified, students, faculty and administrators met and reviewed the proposals. Lovatoni's Enterprises, Action Vending and Delicor received the highest scores by the task force and were invited to provide food samples in the Student Union on May 8, to discuss their proposals and to answer questions that students and others had regarding their business practices and proposals.

After the sample presentations, the task force unanimously voted to recommend Delicor for the contract. Delicor's proposal was unique and the best for a number of reasons: 1) the commission structure was the best 2) the food samples and presentation in the Student Union were the best 3) the proposal included \$3,000 per year of dollar coins that could be used in their vending machines that would be given to the Associated Students to disbursed to students in need 4) the minimum guarantees to the outside campuses was the highest. All in all, the entire proposal and presentation by Delicor was unanimously ranked the best by the task force.



**RECOMMENDATION:**

**RESOLVED:** That authorization be hereby given to award a three year contract beginning August 1, 2002 and ending July 31, 2005 with two (2) single year extensions upon mutual agreement to Delicor for machine vending services throughout the District, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Stephen J. Herman, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002

**B21**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GRANT**

**Authorization to appropriate all funds receivable  
from the Chancellor's Office, California  
Community Colleges  
(Resolution No. 020530-B21)**

## BACKGROUND INFORMATION:

In response to the state-wide nursing shortage, the State of California has authorized grant funds to increase enrollment in community college nursing programs, and, ultimately, to increase the number of registered nurses. During the funding cycle of this grant, the City College of San Francisco Registered Nursing Department will be required to expand enrollment in its Associate Degree Nursing Program by a minimum of ten students. To reach this goal the RN program will use these grant funds to hire additional faculty for theory classes, as well as for clinical practice. The CCSF Registered Nursing Program will accept 10 additional students in the Fall 2002 semester.

No additional District space will be needed; neither will general funds of the District be used. No in-kind match is required,

<b>Income</b>	<b>FY02-03</b>	<b>FY03-04</b>	<b>Total</b>
Chancellor's Office – California			
Community Colleges	<u>\$59,701</u>	<u>\$59,701</u>	<u>\$119,402</u>
Total Income	\$59,701	\$59,701	\$119,402
 <b>Expenditures</b>			
Employee Salaries and Benefits	\$50,957	\$45,576	\$96,533
Supplies and Materials	<u>8,744</u>	<u>14,125</u>	<u>22,869</u>
Total Expenditures	\$59,701	\$59,701	\$119,402

**RECOMMENDATIONS:**

**RESOLVED:** That authorization be given to appropriate all funds receivable from the Chancellor's Office, California Community Colleges to increase enrollment in the CCSF, Registered Nursing Degree Program, for the period July 1, 2002 to August 31, 2004, in an amount not to exceed \$119,402, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the district to effectuate this resolution.

Linda Squires Grohe, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002 **C1**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: EQUIPMENT, SUPPLIES & SERVICES**  
**Procurement of Equipment, Supplies,**  
**Services, Etc., less than \$3,000**  
**(Resolution No. 020530-C1)**

## BACKGROUND INFORMATION:

Listed below is a summary of purchases for equipment, supplies, and services in individual amounts of less than \$3,000. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

## RECOMMENDATION:

**RESOLVED:** That approval be and is hereby given for the procurement of the equipment, supplies, services, etc., totaling \$542,427.30 individual amounts of less than \$3,000 not heretofore approved as summarized and detailed below:

Direct Payments	\$ 69,754.02
Purchase Orders	400,644.62
Travel/Mileage	<u>72,028.66</u>
GRAND TOTAL:	\$ 542,427.30

James Kendrix, Originator

05/30/02 - C1 page 1

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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:** May 30, 2002

**C2**

**To:** Board of Trustees

**From:** Dr. Philip R. Day, Jr., Chancellor

**Subject: EQUIPMENT, SUPPLIES & SERVICES**  
**Procurement of Equipment, Supplies,**  
**Services, Etc., more than \$3,000**  
**(Resolution No. 020530-C2)**

## BACKGROUND INFORMATION:

The following departmental requests for the purchase of supplies, equipment, and services have been received. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

## RECOMMENDATION:

**RESOLVED:** That approval be and is hereby given for the procurement of the equipment, supplies, services, as detailed in Attachment "A".

**GRAND TOTAL: \$1,309,272.87**

James Kendrix, Originator

05/30/02- C2 page 1

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DR. PHILIP R. DAY, JR., CHANCELLOR



Fund	Org	Acct	Description	Prog	Aty	Department	Vendor	Doc #	Amount	Description
UPEX	6500	4102	Books	6450 C		Partnership for Excellence	CCSF Bookstore	DP97517	13,965.58	Books
UPEX	7114	5610	Leases	900 N		Partnership for Excellence	Young Community Developers, Inc.	TPA0548	25,000.00	Leases
UPEX	7556	5656	Software	4900 C		Partnership for Excellence	Public Broadcasting Service (PBS)	TP95876A	10,470.00	Software
U	3562	4301	Supplies	6770 S		College Services	J.M. Enterprise	PO48069	7,846.89	Supplies
U	3562	4301	Supplies	6770 S		College Services	Office Depot Inc.	ODDS1022	8,419.60	Supplies
U	4024	4303	Supplies	6200 S		Associate Dean: A&R (Non Credit)	Scanton Corp	PO90780	3,691.18	Supplies
U	4060	4303	Supplies	6600 C		Outreach & Recruitment Services	CCSF Bookstore	TPA1354	7,000.00	Supplies
U	4900	5190	Consulting	6600 S		Central Services	Mason Tillman Associates, Ltd.	DP93079	8,853.41	Consulting
U	8860	5350	Postage	6799 C		Institutional Sup - John Adams	U.S. Postal Service/Pitney Bowes	DP97500	4,500.00	Postage
U	3564	5350	Postage	6770 S		Mail Services	U.S. Postal Service/Pitney Bowes	DP42111	20,000.00	Postage
U	4900	5410	Insurance	6770 S		Central Services	Dept. Of Industrial Relations	DP42106	3,992.08	Insurance
U	4900	5610	Leases	7100 S		Central Services	Pure Beauty	DP40755	12,358.74	Leases
U	3542	5640	Maintenance	6120 S		M&R - Buildings	IMR Roofing Corporation	DP96395	4,260.00	Maintenance
U	2550	5650	Maintenance	6780 S		ITS-Networking	Cisco Systems, Inc.	PO97328	3,128.70	Maintenance
U	2550	5650	Maintenance	6780 S		ITS-Networking	InMon Corporation	POA1253	4,088.75	Maintenance
U	2550	5650	Maintenance	6780 S		ITS-Networking	Cisco Systems, Inc.	PO97329	10,500.00	Maintenance
U	7257	5656	Software	900 C		Engineering Dept	Klein Educational Systems	PO97145	3,164.24	Software
U	5110	5656	Software	6010 C		Provost's Office	Klein Educational Systems	PO97141	5,000.00	Software
U	5110	5656	Software	6010 C		Provost's Office	Klein Educational Systems	PO97145	5,033.26	Software
U	7264	5656	Software	6010 C		Dean's Office-Science & Math Dept	Klein Educational Systems	PO97141	10,000.00	Software
U	2550	5656	Software	6780 S		ITS-Networking	InMon Corporation	POA1253	16,275.01	Software
U	74	5720	Litigation	6760 S		Affirmative Action	Reuben D	PSA1527	3,800.00	Litigation
U	2530	6413	Equipment	6780 S		ITS-Systems and Operations	iXsystems	PO97348	4,953.74	Equipment
U	2530	6413	Equipment	6780 S		ITS-Systems and Operations	Lilien Systems	POA1256	11,337.93	Equipment
U	3542	6432	Replacement Equipment	6550 S		M&R - Buildings	Ford Motor Credit Company	PO90233	3,000.00	Replacement Equipment
						<b>Subtotal Unrestricted</b>			<b>210,619.11</b>	
42126C	8067	6202	Construction	7100 H		HS-Reservoir Lights	Crown Electric, Inc.	DP99132	13,767.00	Construction
42122C	8076	6202	Construction	7100 E		ELEC-Electr Upgrd Conlan & 600 bung	Cresci Electric, Inc	TP99520	3,085.00	Construction
42114C	8060	6202	Construction	7100 R		Ren-Nrth Gym Wellness Ctr-Constc	Allwood Door	DPA1806	8,063.73	Construction
42100M	8411	6203	Project Management	7100 E		CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394A	3,000.00	Project Management
42100M	8070	6203	Project Management	7100 H		CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394A	3,500.00	Project Management
42100M	8110	6203	Project Management	7100 A		CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394A	3,574.87	Project Management
42100M	8056	6203	Project Management	7100 E		CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394A	4,000.00	Project Management
42100M	8070	6203	Project Management	7100 R		CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394A	4,100.00	Project Management
42100M	8811	6203	Project Management	7100 R		CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394A	4,617.00	Project Management
42100M	8055	6203	Project Management	7100 H		CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394A	5,000.00	Project Management
42100M	8110	6203	Project Management	7100 E		CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394A	6,000.00	Project Management
42100M	8056	6203	Project Management	7100 R		CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394A	6,000.00	Project Management
42100M	8070	6203	Project Management	7100 E		CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394A	7,000.00	Project Management
42100M	8055	6203	Project Management	7100 H		CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394A	8,000.00	Project Management
42100M	8055	6203	Project Management	7100 R		CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394A	8,000.00	Project Management
42100M	8058	6203	Project Management	7100 R		CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394A	10,000.00	Project Management
420649	8051	6202	Construction	7100 H		SM 98-99 PH Bat hall HVAC, Air Filtr	Angotti & Reilly, Inc.	CT99475	195,000.00	Construction
420645	8070	6202	Construction	7100 H		SM 98-99 PH Vent. Sys Upgrd Vis Art	Sanford Mechanical Equip. Co.	POA0961	6,719.42	Construction
420645	8070	6202	Construction	7100 H		SM 98-99 PH Vent. Sys Upgrd Vis Art	Maintyre Sales Group	POA0959	13,616.78	Construction
420645	8070	6202	Construction	7100 H		SM 98-99 PH Vent. Sys Upgrd Vis Art	Sanford Mechanical Equip. Co.	POA0952	13,982.40	Construction
420640	8057	6202	Construction	7100 H		SM 98-99 PH Rpl Aisle Light Fix	JIN Construction & Electronic Co.	CT99519	13,040.20	Construction
420636	8811	6202	Construction	7100 H		JA Repair Exterior Masonry Cracks	Romkon, Inc	CTA1004	261,000.00	Construction
415992	130	5190	Consulting	7100 S		Bond 2001 Issuance Prop-Contracts	Jamison C	DP98550	3,466.00	Consulting





415992	130	6201 Planning	7100 S	Bond 2001 Issuance Prop-Contracts	Blomquist Consultancy	DP89131	25,000.00	Planning
412832	130	6201 Planning	7100 S	HAZ MAT - Underground Storage Tank	Chow Engineering, Inc.	DP99538	7,953.32	Planning
213902	7334	4103 Books	2100 C	Family Child Care Training Institut	Teachers College Press	POA2461	14,240.80	Books
213902	7334	6433 Replacement Equipment	2100 C	Family Child Care Training Institut	Dell Computer Corporation	PO98994	6,647.33	Replacement Equipment
211201	7371	6433 Replacement Equipment	2100 S	CA EC Mentoring Prog 00-01	Dell Computer Corporation	POA2355	5,626.23	Replacement Equipment
141630	9320	6413 Equipment	6120 C	Library-Commissions/Fines	Micron Government Computer Systems	PO51267	5,792.82	Equipment
141630	9320	6414 Equipment	6120 C	Library-Commissions/Fines	Interra, Inc.	PO99003	29,014.78	Equipment
140855	20	4410 Consulting	6800 S	Chancellor's Development Fund	Stewart Barnes LLP	DP99676	32,409.05	Consulting
125501	9220	5912 Other Services	6820 N	Continuing Education Fees	I/Tech Services, Inc	DPA0427	5,992.00	Other Services
125501	9220	5912 Other Services	6820 N	Continuing Education Fees	I/Tech Services, Inc	DP93960	6,070.50	Other Services
125016	7720	5190 Consulting	1200 C	The CA Endowment Welcome Back YR1	Loheyde K	PS98059	4,800.00	Consulting
123885	9500	5656 Software	6780 S	Telecommunications & Tech 01-02	Novell Inc.	POA1252	27,614.56	Software
123883	2510	5656 Software	6780 S	TTIP-HR and Tech 99-00	Novell Inc.	POA1252	13,911.10	Software
123855	8240	5656 Software	6010 C	SB735-Inst Equip & Materials 01-02	McGraw Hill Contemporary (ESL)	POA3053	7,757.76	Software
123855	7272	6413 Equipment	1700 C	SB735-Inst Equip & Materials 01-02	Dell Computer Corporation	PO84667	10,064.52	Equipment
123855	9320	6413 Equipment	6120 C	SB735-Inst Equip & Materials 01-02	Micron Government Computer Systems	PO99044	24,998.40	Equipment
123855	7138	6413 Equipment	500 C	SB735-Inst Equip & Materials 01-02	Micron Systems Inc.	PO99174	53,775.09	Equipment
123854	6430	4302 Supplies	6110 C	Inst Equip BkGrnt-One Time	IDK Technologies, Inc.	PO93418	6,016.02	Supplies
123854	7556	5656 Software	4900 C	Inst Equip BkGrnt-One Time	WebCT Educational Technologies	PO96923	7,000.00	Software
123854	4042	6413 Equipment	6460 C	Inst Equip BkGrnt-One Time	Computerland	POA0603	4,495.10	Equipment
123854	4010	6413 Equipment	6499 S	Inst Equip BkGrnt-One Time	Dell Computer Corporation	PO90293	5,615.51	Equipment
123807	7901	5190 Consulting	6499 N	Temp Assist for Needy Family 01-02	Intill J	PS90727	9,294.00	Consulting
123355	9210	5190 Consulting	7099 N	Eco-CACT 01-02 CT#01-302-009	Dreste K	PSA0533	4,250.00	Consulting
123315	7421	5190 Consulting	7099 S	Eco-SBDC 2001-2002	Press E	PSA1525	3,600.00	Consulting
123315	7421	5190 Consulting	7099 S	Eco-SBDC 2001-2002	Goftird J	PSA1523	4,500.00	Consulting
123207	7320	5190 Consulting	6420 C	Disabled Student Excess Cost 01-02	Bay Area Communication Access	TP10026A	6,919.94	Consulting
123026	74	5720 Litigation	6760 S	AB1725 Staff Diversity 01-02	Reuben D	PSA1527	4,200.00	Litigation
122512	7114	4303 Supplies	900 N	SFDHS/Const Training Center	Beronio Lumber Co	POA0520	5,353.88	Supplies
121906	50	4302 Supplies	6470 C	SF Computers & Learning Expans Proj	CCSF Bookstore	POA1778	3,054.30	Supplies
121906	50	4302 Supplies	6470 C	SF Computers & Learning Expans Proj	McGraw Hill Contemporary (ESL)	PO88126	7,757.76	Supplies
121906	50	6413 Equipment	6470 C	SF Computers & Learning Expans Proj	Spectrum Peripherals	POA1753	5,614.91	Equipment
121906	50	6413 Equipment	6470 C	SF Computers & Learning Expans Proj	Spectrum Peripherals	POA1751	8,185.27	Equipment
121906	50	7702 Subreceptient Cost	6470 C	SF Computers & Learning Expans Proj	San Francisco Housing Authority	TPA1763	48,081.00	Subreceptient Cost
121509	7210	4302 Supplies	700 C	Vatea IIC 2001-2002	California Computer Company	PO94110	6,105.85	Supplies
121509	7173	6413 Equipment	6720 S	Vatea IIC 2001-2002	Dell Computer Corporation	POA0550	3,120.25	Equipment
121509	8450	6413 Equipment	500 N	Vatea IIC 2001-2002	Dell Computer Corporation	PO92788	6,055.39	Equipment
121509	7210	6414 Equipment	700 C	Vatea IIC 2001-2002	Computerland	PO94113	6,933.16	Equipment
121247	8180	4102 Books	1500 N	ABE 321-Workforce Investment 01-02	Thomson Learning	POA1084	3,001.32	Books
121247	8180	4302 Supplies	1500 N	ABE 321-Workforce Investment 01-02	Judy Lau, Computer Specialist	PO95940	6,949.44	Supplies
121247	8180	5190 Consulting	1500 N	ABE 321-Workforce Investment 01-02	Ruben P	PS95947	5,150.00	Consulting
121215	7421	5190 Consulting	7099 S	CTCA/SB Dev C01-0132	Rooney D	PSA1531	3,500.00	Consulting
121215	7421	5190 Consulting	7099 S	CTCA/SB Dev C01-0132	Hanna N	PSA1530	5,000.00	Consulting
121215	7421	5190 Consulting	7099 S	CTCA/SB Dev C01-0132	Copsey C	PSA1532	5,000.00	Consulting
121215	7421	5190 Consulting	7099 S	CTCA/SB Dev C01-0132	JLM Consultants	TPA1533	5,000.00	Consulting
121215	7421	5190 Consulting	7099 S	CTCA/SB Dev C01-0132	Fusion Strategy Partners	TPA1534	5,000.00	Consulting
				Subtotal Restricted			1,098,653.76	
				Total Unrestricted and Restricted			1,309,272.87	





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002 **C3**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GRANTS**  
**Acceptance of Gifts**  
**(Resolution No. 020530-C3)**

## BACKGROUND INFORMATION

SFCCD Policy Manual Section 8.08 Acceptance of Gifts provides that (1) motor vehicles, (2) aircraft, (3) cash exceeding \$250, (4) securities, (5) precious stones, (6) precious metals, (7) goods other than (1) or (2) above with a market value exceeding \$1,500, be accepted by the SFCCD only by resolution of the Board of Trustees.

## RECOMMENDATION:

WHEREAS: The SFCCD has been tendered the gifts detailed in Attachment A;

WHEREAS: Vice Chancellor of Academic Affairs Frances Lee declares that these gifts will enhance the instructional program of the San Francisco Community College District;

THEREFORE BE IT RESOLVED: That the Chancellor and the Vice Chancellor of Finance and Administration or their designees, are hereby authorized to accept the gifts listed on Attachment A for and in the name of the San Francisco Community College District;

FURTHER BE IT RESOLVED: That upon transfer of legal title of these gifts described in Attachment A, the Secretary of the SFCCD Board of Trustees is directed to notify the donors of acceptance of the gifts by the governing board.

Dr. Kathleen Sullivan Alioto, Originator





**ATTACHMENT A**  
**RESOLUTION: 020530— C3**

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
April 2002			
1) Cash	V. Sue Brook Pane e Vino 3011 Steiner St. San Francisco, CA 94123	College Development Rothstein Event	\$ 250.
2) Equipment	Robert Lundahl and Assoc. P.O. Box 190397 Rincon Center San Francisco, CA 94119	Broadcast Electronic Media Arts	\$ 1,943.57
3) Cash	Atkinson Foundation 1100 Grundy Lane, Ste. 140 San Bruno, CA 94066	Atkinson Foundation Scholarship	\$ 8,000.
4) Cash	Accent Int'l Consortium 870 Market St., Ste 1026 San Francisco, CA 94102	Study Abroad Scholarship	\$ 1,750.
5) Cash	Dr. Barbara Cannon 2101 Shoreline Dr., Apt. 458 Alameda, CA 94501	CCSF Student Jamila Sockwell	\$ 500.
6) Cash	SSF Comm. Scholarship Assoc. 398 B Street So. San Francisco, CA 94080	CCSF Student Stephanie Lim	\$ 1,000.



**ATTACHMENT A**  
**RESOLUTION: 020530— C3**

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
April 2002			
7) Cash	Golden State ScholarShare Trust P.O. Box 997400 Sacramento, CA 95899	CCSF Student Jennifer Jantz	\$ 320.53
8) Cash	Anonymous	Library Information Technology	\$ 575.
9) Cash	Stephen J. Dever 2380 Toyon Way San Bruno, CA 94066	CCSF Students Idell Wilson Ronald Agcaoili	\$ 800.
10) Cash	SF Bay Area Educators Credit Union 258 "B" Laguna Honda Blvd. San Francisco, CA 94116	Anita Rodelo Scholarship	\$ 350.
11) Cash	United States Treasury National Service Award Kansas, MO	CCSF Student Elizabeth Baird	\$ 1,783.







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002 **C4**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr. Chancellor

**Subject:** **DISPOSAL OF EQUIPMENT**  
**Disposal of Personal Property with Insufficient**  
**Sales Value**  
**(Resolution No. 020530-C4)**

## BACKGROUND INFORMATION:

It has been determined that the property identified in Schedule A is unsatisfactory and not in serviceable condition, and is of insufficient value to defray cost of arranging a Sale. It is recommended that the property be disposed of through recycling or through Regular waste disposal services.

California Education Code Section 81452 reads in part as follows: “ (c) If the Board by a Unanimous vote of those members present, finds that the property is of insufficient value to defray the cost of arranging a sale, it may be disposed of in the local public dump”.

The College has implemented a program where it makes such property available to Got Junk and Scarp Scrounger's center for reusable art parts, non profits organizations, prior to disposal.

## RECOMMENDATION:

**RESOLVED:** That authorization is hereby granted to dispose of all unsatisfactory and unserviceable equipment listed on Schedule A,

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the College to effectuate this resolution.

James Kendrix, Originator

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## BOARD OF TRUSTEES

RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR



Item Name	MFG.	Model No.	Serial No.	C.C.S.F.	Acquisition	Orig. Cost	Appr. Value	Department
Pentium 166	Micron		2721456-0001					Library
Pentium 166	Micron		2721455-0001					Library
Pentium 90	Micron		617622-0002					Library
Pentium 166	Micron		2721458-0001					Library
Pentium 100	Micron		428766-0008					Library
Celeron 400	Micron		428765-0022					Library
Celeron 400	Micron		428765-0058					Library
Terminal	Wyse	Wyse 30	00J20500163		Sep-91			Library
486 dx2 66	Micron		428766-0010					Library







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**G1-G12**

**DATE:** May 30, 2002

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** Academic Employees  
Credit Program/Non-Credit Program  
District Funded  
City College of San Francisco  
(Resolutions 020530-G1-G12)

## BACKGROUND INFORMATION:

These resolutions cover district funded academic employees appointments and/or other related personnel transactions. Unless otherwise indicated in the resolution, appointments are classified as temporary. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

## BOARD OF TRUSTEES

**G1-G12**  
Page 1 of 28  
05/30/02

RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR

064

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester and department shown. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

## SPRING 2002

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

	<u>Name</u>	<u>Department</u>	<u>Division</u>
	Cavellini, James R.	Journeyman-Training	Credit
	Dierauf Jr, Edward J	Environmental Hort & Floristry	Credit
+	Edwards, Sharon	Biological Sciences	Credit
*	James, John C	Theater Arts	Credit
+	Koffman, Laraine C	Computer & Information Science	Credit
	Lamha, Carmen	Computer & Information Science	Credit
	Maresca, Natasha R	Institute for Int'l Students	Credit
	Martinez, Antonio E.	Counseling	Credit
	McCabe, Donna M.	Broadcast Communications	Credit
+	McClain, Laurene W	Social Science	Credit
	Pagan, Victor A	Journeyman-Training	Credit
	Pandolfi, Carol	Licensed Vocational Nursing	Credit
+	Reyes, Joseph A	Biological Sciences	Credit
+	Schatz, Jason M	Computer & Information Science	Credit
+	Seckman, John David	Broadcast Communications	Credit
+	Thiry, Pierre S	Computer & Information Science	Credit
+	Yiu, Winnie Lai Fai	Financial Aid	Credit

G1 Spring 2002: 17

## SUMMER 2002

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

	<u>Name</u>	<u>Department</u>	<u>Division</u>
	Accornero, Marc	Foreign Languages	Credit
	Admokom, Lori E	English As a Second Language	NonCredit
+	Allen, Mary J	Health Care Technology	Credit
	Allen, Richard P	Health Care Technology	Credit
+	Angeloff, Thomas	Physics	Credit
	Aninao, Juan C	English As a Second Language	Credit
	Antonio, Gary A.	Engineering & Technology(Weld)	Credit
	Arroyo-Neves, Martha E	Library Services	Credit
	Ashton, Mary E	Biological Sciences	Credit
	Atkinson, Lynne A	Phys Education & Dance	Credit
	Axt, Anita A	Foreign Languages	Credit

Ayala, Rene	Transitional Studies	NonCredit
Azarmi, Gholam Reza	Child Dev. & Family Studies	Credit
Bacsierra, Benjamin J	English	Credit
Badler, Randolph D	Behavioral Sciences	Credit
Baedeker, Robert J	English	Credit
+ Baird, Roger L	Art	Credit
Baraff, Barbara E	Foreign Languages	Credit
Barcojo, Gloria T	Bus/Office Tech/Small Bus	Credit
Barnhart, Jere L	Computer & Information Science	Credit
+ Barretto, Joao Conde	Library Services	NonCredit
+ Barretto, Joao Conde	Library Services	Credit
Barron, Patrick V	English	Credit
Bartholomew, Muriel I	Foreign Languages	Credit
Bartlett, Chad M	English	Credit
+ Batchelor, Karen L	English As a Second Language	Credit
+ Bates, Stanley B	Bus/Office Tech/Small Bus	NonCredit
Bautista, Reina G	Foreign Languages	Credit
+ Beasley, Willis M	Engineering & Technology(Weld)	Credit
+ Bedecarrax, Edmund	Biological Sciences	Credit
Begg, Connie M	Photography	Credit
Beisbier, Beverly	English As a Second Language	Credit
Bell, Elise J.	Computer & Information Science	Credit
+ Bell, Loren	English	Credit
+ Belle-Thomas, Carol	Interdisciplinary Studies	Credit
Bello, Leonel	Bus/Office Tech/Small Bus	Credit
Bennich, Agathe	Art	Credit
Berger, Jacqueline Lis	English	Credit
+ Bergman, Julia E	Library Services	Credit
Berman, Marshall P	Photography	Credit
Bernstein, Harry	Older Adults	NonCredit
Berston, Susan	Bus/Office Tech/Small Bus	NonCredit
Berston, Susan	Bus/Office Tech/Small Bus	Credit
Bibliowicz, Morris Z	English As a Second Language	NonCredit
+ Biehn, Jennifer	Bus/Office Tech/Small Bus	Credit
Bivens, Gerald	Graphic Communication	Credit
Bloom, Harriet	Older Adults	NonCredit
Body, Michele M	Radiologic & Imaging Technolgy	Credit
Bohan, Janet Ruth	Computer & Information Science	Credit
Bosson, Monica N.	English	Credit
Bowne, Samuel F	Computer & Information Science	Credit
Boyle, Robert Patrick	Hospitality Training	NonCredit
Bozina, Robert P	Music	Credit
Bradford, David	Computer & Information Science	Credit
Breda, Carmen	Consumer Education	NonCredit
Breschi, Karen L	Bus/Office Tech/Small Bus	NonCredit
Breyer, Jeffrey	English As a Second Language	NonCredit
+ Brickner, Margaret	Library Services	Credit
+ Brickner, Margaret	Library Services	NonCredit
Britton, Ruth B	English As a Second Language	Credit
Brothers, Jo E	Consumer Education	NonCredit
+ Brown III, Harold C	Phys Education & Dance	Credit



	Brown, Lori L.	Library Services	NonCredit
+	Brown, Steven W	Environmental Hort & Floristry	Credit
	Brownsey, Maureen A	Women's Studies	Credit
	Brownsey, Maureen A	Gay/Lesbian & Bi-Sexual Stud.	Credit
	Bryja, Claia O	Astronomy	Credit
+	Buford, Sylvia Y	Child Dev. & Family Studies	Credit
	Burke, Timothy Brian	Behavioral Sciences	Credit
	Burnick, Merle Toby	English As a Second Language	NonCredit
+	Butler, Rebecca Joyce	Bus/Office Tech/Small Bus	Credit
+	Cabral, Barbara A	Interdisciplinary Studies	Credit
	Caldararo, Niccolo Leo	Biological Sciences	Credit
	Callahan, Tamera Ann	Financial Aid	Credit
	Caparas, Victoria C	Foreign Languages	Credit
+	Carfantan, Gerard T	Foreign Languages	Credit
	Carlson, Lennis Jay	Music	Credit
	Carlson, Lennis Jay	English As a Second Language	NonCredit
	Carpenter, Janet Louis	Art	Credit
+	Castro-Gonzalez, Gonza	Mathematics	Credit
	Cham, James F	English As a Second Language	NonCredit
	Chan, Andrew K	English As a Second Language	NonCredit
	Chan, Frances C.	Consumer Education	NonCredit
	Chapuis, Dominique	English As a Second Language	NonCredit
	Chen, Cora	English As a Second Language	NonCredit
	Chen, Grace S	Mathematics	Credit
	Chen, Kwan S	Mathematics	Credit
	Cheng, Chih-Yih	Foreign Languages	Credit
	Chin, Eddie Y	English As a Second Language	NonCredit
	Ching, Gary K	Architecture	Credit
	Chinn, Garrett	Older Adults	NonCredit
	Chung, J Chuong H	Asian-American Studies	Credit
	Chypyha, Elinor	Bus/Office Tech/Small Bus	NonCredit
	Chytrowski, Patricia C	Graphic Communication	Credit
	Cinnater, Kathleen	Art	Credit
	Clark, Eva H	Transitional Studies	NonCredit
+	Clark, Ophelia	Bus/Office Tech/Small Bus	Credit
	Clark, Patrick E.	Computer & Information Science	Credit
+	Clark, Robert M	Behavioral Sciences	Credit
	Cline, Elissa A.	Interdisciplinary Studies	Credit
	Cogdill, Charles B	English As a Second Language	NonCredit
	Cohen, Rachel S	English As a Second Language	NonCredit
	Coles, Lynn M	Older Adults	NonCredit
+	Collins, John R	English	Credit
	Collins, Warren	English As a Second Language	NonCredit
+	Concin, Claudio	Foreign Languages	Credit
	Coniglio, Josephine	Art	Credit
	Connors, James Michael	Fire Science	Credit
	Cook, Shannon D	Language Center	Credit
	Costarides, Harilaos V	English	Credit
	Costello, Patricia A	English As a Second Language	NonCredit
	Cousineau, Kathryn	Architecture	Credit
	Cox, Carolyn L	English As a Second Language	NonCredit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted

+ Cribbs, Walter J	Mathematics	Credit
Culbertson, Anthony Sc	Radiologic & Imaging Technolgy	Credit
Cummins, James E	English As a Second Language	NonCredit
Cunningham, James B	Phys Education & Dance	Credit
+ Cunningham, Tomi S	English As a Second Language	Credit
Cutten, Barbara M	Bus/Office Tech/Small Bus	Credit
Daddy, Kwaku	Music	Credit
+ Dang, Lorrain L	Chemistry	Credit
Darby, Sam A	Bus/Office Tech/Small Bus	Credit
Darck, Jeffrey L.	Mathematics	Credit
Datz, Alison M	English As a Second Language	NonCredit
Davis, Bob	Music	Credit
Dawe, A. Timothy	Physics	Credit
De Haan, Pieter J	Biological Sciences	Credit
* DeBusman, Mary E	Biological Sciences	Credit
Degani, Nadereh	Photography	Credit
Dent, Carol J	English As a Second Language	NonCredit
+ Dewar, Cynthia E	English	Credit
Diamond, Joseph N.	English As a Second Language	NonCredit
Diaz, Edward T	Phys Education & Dance	Credit
Dill, Robert L	English As a Second Language	NonCredit
Dinkins, Shari H	English	Credit
Donovan, Sharon Marie	Child Dev. & Family Studies	Credit
+ Dore, David A	Bus/Office Tech/Small Bus	Credit
+ Duggan, Bradley J	Phys Education & Dance	Credit
Edmondson, Wilbur O	English As a Second Language	NonCredit
+ Edwards, Sharon	Biological Sciences	Credit
Edwardson, Lawrence H	English As a Second Language	NonCredit
Enciso, Franz J	Music	Credit
Eng, Chelsea N	Phys Education & Dance	Credit
Escalante, Martin P	Trade Skills	NonCredit
+ Fa, Angelina M	Asian-American Studies	Credit
Fajilan, Ann	Theater Arts	Credit
Falk, Marion L	English As a Second Language	NonCredit
+ Fan, Mark M	Library Services	NonCredit
+ Fan, Mark M	Library Services	Credit
Fang, Lynn L	Consumer Education	NonCredit
Fazackerley, James M	Health Care Technology	Credit
Fellini-Tishler, Debor	Foreign Languages	Credit
Fernandez, Germana	Foreign Languages	Credit
Fine, Brandon L	English As a Second Language	NonCredit
+ Fiore, Linda J	Health Care Technology	Credit
Firestone, Alan H.	Art	Credit
Fisher, Robert E	African-American Retention	Credit
Fitzgerald, Carole	Disabled Stud Prog & Services	NonCredit
Fleming, Anne-Marie	English As a Second Language	NonCredit
Fong, Bryant	Health Science	NonCredit
+ Fong, May	Consumer Education	NonCredit
+ Fong, Raymond H	Chemistry	Credit
Forsberg, Alan Norman	Earth Sciences	Credit
+ Fracchia, Charles	Library Services	NonCredit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted

	Frahm, Janene	English	Credit
	Franklin, Kim R.	English As a Second Language	NonCredit
+	Fregly, Carol A	English	Credit
	Fuapopo, Sekio	Trade Skills	NonCredit
	Fung, Allen K	Bus/Office Tech/Small Bus	Credit
	Fung, Allen K	Bus/Office Tech/Small Bus	NonCredit
	Fung, Tracey May	Biological Sciences	Credit
	Gagliardi, Frank	Trade Skills	NonCredit
+	Gamba, Raymond J.	Behavioral Sciences	Credit
+	Garcia, Diane Renee	Diagnostic Medical Imaging	Credit
	Garcia, Rita A	Computer & Information Science	Credit
	Gardiner, Jeffrey	English	Credit
	Gavryshova, Nataliya K	Mathematics	Credit
	Gilewska, Bozena	English As a Second Language	NonCredit
	Gill, Carl	Bus/Office Tech/Small Bus	NonCredit
	Gimenez-Rosello, Carme	English	Credit
	Ginsberg, Elaine B	Art	Credit
	Ginther-Webster, Kimbe	Library Services	Credit
	Ginther-Webster, Kimbe	Library Services	NonCredit
	Giusto, Thomas L	Phys Education & Dance	Credit
	Givens-Tolson, Cathryn	Consumer Education	NonCredit
	Goldberg, Alan H	English As a Second Language	NonCredit
	Goldstein, Augusta Alc	English As a Second Language	NonCredit
	Gordon, Susan E	English As a Second Language	NonCredit
+	Grady, Margaret	Phys Education & Dance	Credit
	Grandits, Frank J	English As a Second Language	Credit
	Granoff, Sheila M	English As a Second Language	NonCredit
	Graves, Janelle M.	Art	Credit
	Grayson, Richard B	Bus/Office Tech/Small Bus	NonCredit
+	Green, Herbert K	English	Credit
+	Green, Jacquelyn W	Foreign Languages	Credit
	Greggains, Raymond	Phys Education & Dance	Credit
	Grimes, Paul G	English As a Second Language	Credit
	Gruenig, Thomas B.	Bus/Office Tech/Small Bus	Credit
+	Guichard, Margaret	Health Care Technology	Credit
	Guiuan, Antonio S	Asian-American Studies	Credit
	Guo, Sujuan	English As a Second Language	NonCredit
	Gurney, Robert Peter	Behavioral Sciences	Credit
	Hahn, Juergen S	Foreign Languages	Credit
	Hansen, Carol L	English	Credit
+	Hardiman, David	Music	Credit
	Harrison, Cindi J	Learning Assistance	Credit
	Hawthorne, Mark R	Administration of Justice	Credit
	Hayes, Beverly L.	Library Services	Credit
+	Hayes, Daniel	Phys Education & Dance	Credit
+	Haynes, Lynetta D	Bus/Office Tech/Small Bus	NonCredit
	Haynes-Creswell, Sharo	Bus/Office Tech/Small Bus	NonCredit
	Hector, Gina Wood	Bus/Office Tech/Small Bus	Credit
+	Hector, Willie	Phys Education & Dance	Credit
	Heilweil, Victoria M	Photography	Credit
	Hellerstein, Nathaniel	Mathematics	Credit



+ Hendricks, Joann	Bus/Office Tech/Small Bus	Credit
Hill, Roger W	Biological Sciences	Credit
+ Hillan, John M	Environmental Hort & Floristry	Credit
+ Ho, Charles Y	Biological Sciences	Credit
Ho, Margaret S	Foreign Languages	Credit
Ho, Miao-Chuan	Computer & Information Science	Credit
Hoffman, Camille S	English As a Second Language	NonCredit
Holsten, Matthew e	English As a Second Language	NonCredit
Hom, Melvin L	Mathematics	Credit
Hong, Patricia Y	English As a Second Language	NonCredit
Hopkins, Aisjah B	Older Adults	NonCredit
+ Hornor, Ni Z	Mathematics	Credit
Horowitz, Manly	Library Services	Credit
+ Houck, Charles R	Disabled Stud Prog & Services	NonCredit
Hovanesian, Suzanne A.	English As a Second Language	NonCredit
+ Hsu, Hilary K	Bus/Office Tech/Small Bus	Credit
+ Hu, Karin G	Behavioral Sciences	Credit
Hu, Thomas	Mathematics	Credit
+ Hubbell, Judy	Music	Credit
Hudson, Julia	Bus/Office Tech/Small Bus	NonCredit
Hudspeth, Charles M	Music	Credit
Hughes, Patricia B	English As a Second Language	NonCredit
Hung, Chun-Hoi	Instructional Computing Lab	Credit
Huntzinger, Anne K	English As a Second Language	NonCredit
Huot, Bophany L	English As a Second Language	NonCredit
Hurley, Kathleen M	Diagnostic Medical Imaging	Credit
Jackson, Lawrence J	Bus/Office Tech/Small Bus	Credit
Jackson, Lawrence J	Bus/Office Tech/Small Bus	NonCredit
James, Arlene	Transitional Studies	NonCredit
Jeh, Wesley M.	Mathematics	Credit
Jia, Baocai	Foreign Languages	Credit
Johnson, Daniel P	Bus/Office Tech/Small Bus	Credit
Johnson, Michael S	Foreign Languages	Credit
Johnson, Robert T	Physics	Credit
Jones, John W	Computer & Information Science	Credit
Jones, Keith D.	Bus/Office Tech/Small Bus	NonCredit
Jones, Melissa A	Health Science	Credit
Jones, Robert	Asian Studies	Credit
Jones, Rod L.	Trade Skills	NonCredit
+ Kan, Jimmy P	Mathematics	Credit
Kaneshiro, Dawn	Art	Credit
Kappra, Richard	English As a Second Language	NonCredit
Kapust, Waltraud H.	English As a Second Language	NonCredit
Karay, Dean Nicholas	English As a Second Language	NonCredit
Kasten, Angelika A	English As a Second Language	NonCredit
Kearsley, Jeanne	English As a Second Language	NonCredit
Kennedy, Matthew	Behavioral Sciences	Credit
Killian, Dorothy Perez	English As a Second Language	NonCredit
+ King, Roger S.	Physics	Credit
Kipp, Ana R.	Transitional Studies	NonCredit
Kline, Barbara LeBean	English As a Second Language	NonCredit



TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted

Kling, Fred	Art	Credit
Knapp, Glenn	Bus/Office Tech/Small Bus	Credit
Koehler, Frank H	Physics	Credit
+ Kuds, Omar S	English	Credit
+ Kuhns, Craig S	Bus/Office Tech/Small Bus	Credit
Kwan, Dan Bingman	Foreign Languages	Credit
Langdon, Michael R.	English	Credit
Lardie, Rayne N	English As a Second Language	NonCredit
+ Larin, Renato A	Mission Campus	Credit
Lass, Barbara M.	Behavioral Sciences	Credit
Lau, Shuk-Han	Bus/Office Tech/Small Bus	NonCredit
Laughlin, Neil T	Phys Education & Dance	Credit
+ Laughlin, Sean M	Phys Education & Dance	Credit
Lee, Diana N	English As a Second Language	NonCredit
Lee, Mei Hsia W	English As a Second Language	NonCredit
Lee, Wayne C	English As a Second Language	NonCredit
Lenetaki, Sophia	Language Center	Credit
Leung, Bruce K	Bus/Office Tech/Small Bus	Credit
Levin, Stephanie I	English As a Second Language	NonCredit
Levy, Deborah Lynn	English As a Second Language	Credit
Lewis, Christa M	English As a Second Language	NonCredit
Li, Xin Hua	English As a Second Language	NonCredit
Lien, Steven	English As a Second Language	NonCredit
Light, Laura Susan A	Foreign Languages	Credit
+ Lim, James Horn	Library Services	Credit
+ Lin, Doris K	Chemistry	Credit
Lindeboom, Robert T	English As a Second Language	NonCredit
Liou, Joyce L.	Language Center	Credit
Liu, Debra R	English As a Second Language	NonCredit
Liu, Jean C	Bus/Office Tech/Small Bus	NonCredit
+ Lo, Suzanne J	Library Services	Credit
Lofthouse, Erin J.	English As a Second Language	Credit
Louie, Van	English As a Second Language	NonCredit
+ Luana, . .	Phys Education & Dance	Credit
+ Lucarelli, Adam J	Phys Education & Dance	Credit
Lucas-Clark, Joyce E.	Earth Sciences	Credit
Luckey, Bernadine Cori	Child Dev. & Family Studies	Credit
Luey, Leon J	Mathematics	Credit
+ Lum, Lily Yuen	Mathematics	Credit
Lym, Brian K.	Library Services	Credit
Lym, Brian K.	Library Services	NonCredit
Mack, Beverly K	Consumer Education	NonCredit
Magid, Fay A	Older Adults	NonCredit
Malachowski, Michael	Biological Sciences	Credit
Manukova, Sophia Arcad	English As a Second Language	NonCredit
Marinas, Marina	Mathematics	Credit
Marley, Elsa Patricia	Art	Credit
Martinez, Antonio E.	African-American Retention	Credit
Martinez, Rose M	Bus/Office Tech/Small Bus	NonCredit
Masood-ul-Alam, Abul K	Mathematics	Credit
Mc Guire, John F	Phys Education & Dance	Credit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted

	McCabe, Donna M.	Broadcast Communications	Credit
+	McInerney, William J	Chemistry	Credit
	McMahan, Frank J	Health Care Technology	Credit
	McMullen II, John A.	Theater Arts	Credit
	McNichol, Julita Barce	Transitional Studies	NonCredit
	McNichol, Julita Barce	Transitional Studies	NonCredit
	McNichol, Thomas p.	English As a Second Language	Credit
	Mendonsa, George L	Bus/Office Tech/Small Bus	NonCredit
	Messer, Alisa	English	Credit
	Metzgar, Joseph V	Older Adults	NonCredit
	Mian, Badshah K	Instructional Computing Lab	Credit
	Mickelson, Linda Ann	Child Dev. & Family Studies	Credit
	Miller, H. Brown	English	Credit
	Miller, Norma A	Disabled Stud Prog & Services	NonCredit
	Miller, Robert	English As a Second Language	NonCredit
	Misumi, Diane T	Health Science	NonCredit
	Mitchell, Patricia	English As a Second Language	NonCredit
	Mo, Sigismund	Bus/Office Tech/Small Bus	NonCredit
+	Mogar, Mariannina	Child Dev. & Family Studies	Credit
	Moghtanei, Abbas	Computer & Information Science	Credit
	Mojica, Marco A	Social Science	Credit
	Mollica, Robin	English As a Second Language	Credit
	Monroy, Maria M	Bus/Office Tech/Small Bus	NonCredit
+	Morales, Leslie	Bus/Office Tech/Small Bus	NonCredit
+	Morell, Gerald	Mathematics	Credit
	Mueller, Gerald A	Music	Credit
	Mun, Vivien C	Disabled Stud Prog & Services	NonCredit
+	Munro, Thomas G	Bus/Office Tech/Small Bus	Credit
	Murphy, Deborah S	English As a Second Language	NonCredit
+	Murray, Edward J	English As a Second Language	NonCredit
	Nalty, Angelita V	English As a Second Language	NonCredit
+	Nance, Glenn R	Social Science	Credit
	Navarro, Francoise J	Foreign Languages	Credit
	Nelson, Lee W	Graphic Communication	Credit
	Neranchi, George A	Bus/Office Tech/Small Bus	Credit
	Neumann, Robert J	English As a Second Language	NonCredit
	Nguyen, Chau B	English As a Second Language	NonCredit
	Nichols, Russell	English As a Second Language	Credit
+	Nickliss, Alexandra	Social Science	Credit
	Niosi, Andrea E.	Library Services	Credit
	Nishikawa, Tomoji	Asian-American Studies	Credit
+	Nishimura, Arthur J	Behavioral Sciences	Credit
	Nuttall, Allan P.	Bus/Office Tech/Small Bus	Credit
	Nzewi, Esther N.	Behavioral Sciences	Credit
	Ochoa, Marcia	Interdisciplinary Studies	Credit
	OConnell, Daniel J	English As a Second Language	NonCredit
	O'Donnell, Sheila M.	English As a Second Language	NonCredit
+	Ogden, Aaron John	Hospitality Training	NonCredit
	O'Roke, Linda S.	English As a Second Language	NonCredit
	Ousdahl, Tracy A	English As a Second Language	NonCredit
+	Owens, Rhonella C	Learning Assistance	Credit



+ Oxsen, Richard G	Social Science	Credit
Padilla, Rodolfo	Bus/Office Tech/Small Bus	NonCredit
Paez, Ricardo	Trade Skills	NonCredit
Pahl, Leslie A	Foreign Languages	Credit
Pahl, Leslie A	Language Center	Credit
+ Palacio, Mitchell T	Phys Education & Dance	Credit
Pang, Wilma C	Music	Credit
Parayno, Michael Donat	Asian-American Studies	Credit
Parodi, Michael E	Phys Education & Dance	Credit
+ Paulsen, Philip W	Library Services	Credit
Pearce, Richard S	Health Care Technology	NonCredit
Pennekamp, Nancy	Language Center	Credit
Philhour, Byron J	Astronomy	Credit
+ Phillips, Catherine	English As a Second Language	Credit
Pinetti, Robert J	Graphic Communication	Credit
+ Piontkowski, Dennis	Mathematics	Credit
Platford, Olivia	English As a Second Language	NonCredit
Potter, Elizabeth A	Transitional Studies	NonCredit
Preza, Baltimore A	English As a Second Language	NonCredit
Queen, Miriam H.	English As a Second Language	Credit
Quevedo, Olivia	English As a Second Language	NonCredit
Quintana, Alejandro F	English As a Second Language	NonCredit
Raber, Melissa Ana	English As a Second Language	NonCredit
Reed, Robert W	Transitional Studies	NonCredit
Reichman, Linda K	English As a Second Language	NonCredit
Ren, Ming	Art	Credit
Reppun, Diane J	Phys Education & Dance	Credit
Reppun, Susan M	Phys Education & Dance	Credit
Restivo, Douglas	Art	Credit
Resus, Araceli	Phillipine Studies	Credit
+ Reyes, Joseph A	Biological Sciences	Credit
+ Reyes, Joseph A	Interdisciplinary Studies	Credit
Reynolds, Linda	Art	Credit
Riggs, Charles J	English	Credit
Rincon, Dory P	Health Care Technology	Credit
Rittenhouse, Amanda A	Health Science	Credit
Rivkin, Irina J.	Career Dev & Placement Ctr	Credit
Roake, Anne Marie	Phys Education & Dance	Credit
Roberts, David M	Phys Education & Dance	Credit
+ Robertson, Juanita	Bus/Office Tech/Small Bus	NonCredit
Robinson, Mark D	Phys Education & Dance	Credit
Rodriguez, Pablo E	Transitional Studies	NonCredit
Rokni, Mitra	Behavioral Sciences	Credit
+ Rose, Arthur W	Bus/Office Tech/Small Bus	Credit
Rosenbaum, Leanna L	Instructional Computing Lab	Credit
Rosenberg, Stephanie C	Bus/Office Tech/Small Bus	NonCredit
+ Rosenthal, Nadine	Learning Assistance	Credit
Rothe, Marianne	English As a Second Language	NonCredit
Rowe, Peter C	Physics	Credit
Rowley, Shaun E.	Learning Assistance	Credit
Rudolph, Linda J	English As a Second Language	NonCredit

+ Rush, George M	Phys Education & Dance	Credit
Rush, Helen	Bus/Office Tech/Small Bus	NonCredit
Russakovskii, Yevgeniy	Mathematics	Credit
Russo, Cathy E	Health Science	Credit
Rustigan, Hiromi	Foreign Languages	Credit
+ Sabolboro, Jessica U	Behavioral Sciences	Credit
+ Saginor, Karen	Library Services	NonCredit
+ Saginor, Karen	Library Services	Credit
Sakai, Yayoi A	Environmental Hort & Floristy	Credit
Salgado, Lisa R	English As a Second Language	Credit
Sandeford-Lyons, Stacy	Interdisciplinary Studies	Credit
+ Saniee, Fariborz F	Computer & Information Science	Credit
Sato, Keiko	Foreign Languages	Credit
Savory, Joan H	Transitional Studies	NonCredit
Scheerer, Richard G	Biological Sciences	Credit
Schott, Stuart S	Transitional Studies	NonCredit
+ Schubert, Louis E	Social Science	Credit
Schug, Matthew	Trade Skills	NonCredit
Schulz, Henry William	Behavioral Sciences	Credit
Schuricht, Robert N	English As a Second Language	NonCredit
Schwartz, Marvin L	English As a Second Language	NonCredit
Scott, Rodger K	Transitional Studies	NonCredit
+ Seckman, John David	Broadcast Communications	Credit
Selleck, Denise F	English As a Second Language	NonCredit
Senzaki, Randall K.	Asian-American Studies	Credit
+ Shanahan, Maureen	Health Care Technology	Credit
Shaw, Deborah A	Theater Arts	Credit
Sheetz, Nuala N	English As a Second Language	NonCredit
Sherry, Michelle E	Child Dev. & Family Studies	Credit
Shimm, Amy N	Graphic Communication	Credit
Siebert, Richard	English As a Second Language	NonCredit
Silver, Dale L.	English As a Second Language	NonCredit
Silver, Elizabeth	English As a Second Language	NonCredit
Silverman, Herb M	Transitional Studies	NonCredit
Smith, Terrill C	Biological Sciences	Credit
Soller, Robert S	English	Credit
Sowerby, David F	Behavioral Sciences	Credit
Spano, Giorgio	Foreign Languages	Credit
+ Srouji, Ghassan	Mathematics	Credit
Stein, Ron R.	English As a Second Language	Credit
Stellman, Christopher	Hotel & Restaurant Operation	Credit
Stering, Edward L	Foreign Languages	Credit
Stewart, Elizabeth W	Learning Assistance	Credit
Stoops, Barbara J.	English As a Second Language	NonCredit
Strasser, Dharma C	Art	Credit
Streckfuss, Jeanne W	Phys Education & Dance	Credit
Stuart, John	Computer & Information Science	Credit
Sung, Shirley	English As a Second Language	NonCredit
Szombathy, Agnes L	Library Services	Credit
+ Ta, Hoa M	Asian-American Studies	Credit
Tabarracci, Jenny	Environmental Hort & Floristy	Credit



Taha, Richard R	Computer & Information Science	Credit
Tai, Julia M	English As a Second Language	NonCredit
Takamatsu, Nobuko	Foreign Languages	Credit
+ Tam, Mo-Shuet	English As a Second Language	Credit
+ Tan, Bie H	Mathematics	Credit
Tang, John	Computer & Information Science	Credit
+ Tang, Paul S	Mathematics	Credit
+ Tang-Quan, Ethel I	English	Credit
+ Taylor, Joyce T	English	Credit
Teague, Alexandra R	English	Credit
+ Teti, Frederick Anthon	Mathematics	Credit
Thaggert, Henry Laymel	Mathematics	Credit
+ Thiry, Pierre S	Computer & Information Science	Credit
Thompson, Gene	English As a Second Language	NonCredit
+ Thornton, Kyle Richard	Diagnostic Medical Imaging	Credit
Tom, Janet	Library Services	Credit
Torres, Edgar L	Social Science	Credit
Torres, Edgar L	Art	Credit
Townsell, Frank V	Music	Credit
Tran, Marlene	English As a Second Language	NonCredit
Trinh Jr., Dinh X	Computer & Information Science	Credit
Trinh, Dinh X	Computer & Information Science	Credit
+ Turks, Victor L	English As a Second Language	Credit
Turner, Holman	Photography	Credit
Uchida, Hideki R	Bus/Office Tech/Small Bus	Credit
Ulrey, Stefanie Anne	English As a Second Language	NonCredit
+ Valentine, Alexander M	Library Services	Credit
+ Valentine, Alexander M	Library Services	NonCredit
Valesco, Frances K.	Bus/Office Tech/Small Bus	NonCredit
Van Ecke, Yolanda H.	Behavioral Sciences	Credit
Van Hasselt, Jade G	Child Dev. & Family Studies	Credit
Van Stavern, Paul D	English As a Second Language	NonCredit
Vanoncini, John C.	Phys Education & Dance	Credit
+ Vasquez, Miguel A	Foreign Languages	Credit
Vaughn, Leslie A	English As a Second Language	NonCredit
+ Vayngortin, Lev D	Mathematics	Credit
+ Verdugo, Diana L	Career Dev & Placement Ctr	Credit
Villela, Valorie L	Consumer Education	NonCredit
Vinton, Layne T	Photography	Credit
Vogt, Lee Arno	English As a Second Language	NonCredit
+ Wall, Ellen H	English	Credit
Wallace, Susan Ann	English As a Second Language	NonCredit
+ Webb, Rachel	English	Credit
Weekley, Demian Sincla	English As a Second Language	NonCredit
Weinberg, Gary L	English As a Second Language	Credit
Weinstock, Gloria M	Theater Arts	Credit
Wen, Jing	English As a Second Language	NonCredit
Weston, Gary Steven	Physics	Credit
Weston, Jeffrey J	Photography	Credit
White, Raymond R	Biological Sciences	Credit
+ Whitehead, John	Social Science	Credit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted

Wiley, Helen L	Library Services	Credit
Wilk, John R	Theater Arts	Credit
+ Wille, Patrick	Bus/Office Tech/Small Bus	Credit
+ Willett, Janet S	Information Technology Svcs	Credit
Williams, Maria M	Bus/Office Tech/Small Bus	NonCredit
Williams, Rufus L	Bus/Office Tech/Small Bus	NonCredit
Williamson, Kovak C	Transitional Studies	NonCredit
Williamson, Kovak C	Bus/Office Tech/Small Bus	NonCredit
Williamson, Stephanie	Photography	Credit
Wilson, Margaret M	Bus/Office Tech/Small Bus	NonCredit
Wong, Edmund Y.	Computer & Information Science	Credit
+ Wong, Francisco	Social Science	Credit
+ Wong, Jamie Miye	Phys Education & Dance	Credit
Wong, Jones D	English As a Second Language	NonCredit
Wong, Manuel K	Child Dev. & Family Studies	Credit
Wood, Janice R.	English As a Second Language	NonCredit
+ Woods, Anthony D	English	Credit
Wright, Etsuko T	Foreign Languages	Credit
Wu, Ana	English As a Second Language	NonCredit
Yamashiro, Lisa	Consumer Education	NonCredit
+ Yavorsky, Eugenia A	Bus/Office Tech/Small Bus	NonCredit
+ Yee, Christina	Language Center	Credit
+ Yee, David	Physics	Credit
+ Yee, Jill	Behavioral Sciences	Credit
Yeung, Ellen L	English As a Second Language	NonCredit
+ Yim, Leslie K	Radiologic & Imaging Technolgy	Credit
Yip, Hans C	Computer & Information Science	Credit
Young, Annie M	Library Services	Credit
Yuan, Steven	Trade Skills	NonCredit
Zahedi, Shaye Z	Biological Sciences	Credit
Zhang, Roger	English As a Second Language	NonCredit
+ Zlotnick, Jan F	Health Science	Credit
Zone, Stephanie Ann	Behavioral Sciences	Credit

G1 Summer 2002: 554

Total for G1: 571

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Restricted

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and restricted program shown. Employment is contingent upon funds available in the applicable restricted program. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

**SPRING 2002**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Grant</u>	<u>Division</u>
Callahan, Tamera Ann	Counseling	Matriculation- Credit 2001-2002	Credit
+ Gratch-Lindauer, Bonnie	Matriculation	Matriculation- Credit 2001-2002	Credit
Harrison, Lisa M.	Matriculation	Matriculation- Credit 2001-2002	Credit
Legaspi, Erlinda Espiritu	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Nayer, Louise	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Rendon, Peggy T	Counseling	Matriculation- Credit 2001-2002	Credit
+ Yngojo, Marcus R	Counseling	Matriculation- Credit 2001-2002	Credit

G2 Spring 2002: 7

**SUMMER 2002**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Grant</u>	<u>Division</u>
Chuck, Terence Albert	Disabled Stud Prog & Services	Disabled Student Excess Cost 01-02	Credit
Chuck, Terence Albert	Disabled Stud Prog & Services	Disabled Student Excess Cost 02-03	NonCredit
Chuck, Terence Albert	Disabled Stud Prog & Services	Disabled Student Excess Cost 01-02	NonCredit
Chuck, Terence Albert	Disabled Stud Prog & Services	Disabled Student Excess Cost 02-03	Credit
Marinelli, Elizabeth Anne	Disabled Stud Prog & Services	Disabled Student Excess Cost 02-03	NonCredit
Marinelli, Elizabeth Anne	Disabled Stud Prog & Services	Disabled Student Excess Cost 02-03	Credit
+ Owens, Rhonella C	Matriculation	Matriculation- Credit 2001-2002	Credit
Parenteau, Muriel L	Disabled Stud Prog & Services	Disabled Student Excess Cost 01-02	NonCredit
Parenteau, Muriel L	Disabled Stud Prog & Services	Disabled Student Excess Cost 01-02	Credit
Rachels, Karen R	Disabled Stud Prog & Services	Disabled Student Excess Cost 01-02	Credit
Rachels, Karen R	Disabled Stud Prog & Services	Disabled Student Excess Cost 01-02	NonCredit

G2 SUMMER 2002: 11

Total for G2: 18

Total Records: 589



020530 – G3

Full-Time  
First Year  
Contract

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
Bray, Suzannah	English / Phelan	First Year Contract	Rosalie Wolf U-7512-1120-1500-C FF9624	08/14/02
Freedman, Beth	Health Science / Phelan	First Year Contract	Terrence Hall U-7720-1120-1200-C FF9373	08/14/02
Goodfriend-Koven, Nora	Health Science / Phelan	First Year Contract	Alba Lucia Diaz UPFX-7720-1120-1200-C FF9249	08/14/02
Johnson, Stephan	Social Sciences / Phelan	First Year Contract	George Moss U-7342-1120-2200-C FF9774	08/14/02
Liu, Renee	Mathematics / Phelan	First Year Contract	Walter Cribbs U-7272-1120-1700-C FF9855	08/14/02
Peterson, Sara	Mathematics / Phelan	First Year Contract	New UPFX-7272-1120-1700-C FF9167	08/14/02



020530 – G3 (Cont.)  
Full-Time  
First Year  
Contract

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

Springer, Patrick (Employee hired with degree equivalent based on adopted criteria.)	Physical Education & Dance / Phelan	First Year Contract	Tanako Hagiwara U-7736-1120-0800-C FF9315	08/14/02
Yee, Gloria	English / Phelan	First Year Contract	Sandra Schlesinger U-7512-1120-1500-C FF9655	08/14/02

020530 – G4

Full-Time  
Temporary

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time temporary (long-term substitute) faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule.

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
GOOD, Maral	Disabled Students Programs & Services / John Adams	Full-Time Temporary (Long-Term Substitute)	Susan Abarca U-5120-1129-6010-C FS9999	08/14/02 – 12/20/02
MELLQUIST, Kenneth	Mathematics / Phelan	Full-Time Temporary (Long-Term Substitute)	Fred Teti U-5120-1129-6010-C FS9999	08/14/02 – 05/23/03
PAHL, Leslie	Language Center / Phelan	Full-Time Temporary (Long-Term Substitute)	Christina Yee U-5120-1129-6010-C FS9999	08/14/02 – 12/20/02
SKLAR, David	Mathematics / Phelan	Full-Time Temporary (Long-Term Substitute)	Lily Yuen – 33 1/3% Katharine Saunders – 66 2/3% U-5120-1129-6010-C FS9999	01/13/03 – 05/23/03



020530 -G5

Academic EmployeesTemporary AppointmentsTenure Review

**RESOLVED:** That the following academic employees be temporarily appointed to Tenure Review Assignments for the period January 15, 2002 through May 24, 2002, for the hours indicated. The activity is funded by the District General Fund, Appropriation #U-5120-1422-Program-C. Salary shall be in accordance with the appropriate salary schedule for instructors, non-instructional rate.

NAME	CHANGE HOURS		TO: (May)	ADD	DEPT	PROGRAM
	FROM: (January)	9				
Baird, Roger	9	9	9		ART	7504
Bass, Dana	18	18	18		CIS	7210
Beavers, Mary	18	18	18		MATH	7272
Brown III, Harold	9	9	9		PE & D	7736
Brown, Brenda	18	18	18		COUN	6470
Cabahug, Elma	18	18	18		ESL	7612
Chang, Hortensia	18	18	18		DSPS	7320
Chin, Jessie	9	9	9		COUN	6470
Chong-Delon, Patty	17	17	17		COUN	6470
Clark, Ann	9	9	9		COUN	6470
Clark, Sunny	17	17	17		SHS	6460
Cook, Venette	18	18	18		ESL	7612
Cotter, Dorene	18	18	18		DSPS	7320
Curtis, Arthur	18	18	18		GRAPH	7528
Dawkins, Muriel	18	18	18		DSPS	7320
Dewar, Cynthia	36	36	36		ENGL	7512
Dore, David	9	9	9		BUS	7402
Duggan, Bradley	9	9	9		PE & D	7736
Endres, Rose	18	18	18		CIS	7210
Ferrara, Lawrence	9	9	9		MUSIC	7538



020530 -G5 (Cont.)

Academic Employees

Temporary Appointments

Tenure Review

**RESOLVED:** That the following academic employees be temporarily appointed to Tenure Review Assignments for the period January 15, 2002 through May 24, 2002, for the hours indicated. The activity is funded by the District General Fund, Appropriation #U-5120-1422-Program-C. Salary shall be in accordance with the appropriate salary schedule for instructors, non-instructional rate.

NAME	CHANGE HOURS		TO: (May)	ADD	DEPT	PROGRAM
	FROM: (January)					
Gamba, Raymond	18		18		BEHV	7318
Gentile, Pamela	18		18		ENGL	7512
Gillette, Linda	18		18		ESL	7612
Gorham, Peggy	35		35		MUSIC	7538
Hagiwara, Tanako	9		9		PE & D	7736
Hammerich, Keith	18		18		H & R	7138
Hardiman, David	9		9		MUSIC	7538
Hayes, Daniel	17		17		PE & D	7736
Hayes, Donna	18		18		COUN	6470
Holbert, Raymond	17		17		ART	7504
Holden, Myrna	18		18		SHS	6460
Hubbell, Judy	18		18		MUSIC	7538
Johnson, Daniel	17		17		BUS	7402
Johnson, Dennis	18		18		SOSC	7342
Johnson, Gregory	18		18		CAREER	7176
Kaneshiro, Robin	18		18		ART	7504
Khan, Shehla	18		18		ESL	7612
Kuhns, Craig	9		9		BUS	7402
Lamha, Carmen	18		18		CIS	7210
Legaspi, Erlinda	18		18		ENGL	7512

020530 -G5 (Cont.)

Academic Employees  
Temporary Appointments  
Tenure Review

**RESOLVED:** That the following academic employees be temporarily appointed to Tenure Review Assignments for the period January 15, 2002 through May 24, 2002, for the hours indicated. The activity is funded by the District General Fund, Appropriation #U-5120-Program-C. Salary shall be in accordance with the appropriate salary schedule for instructors, non-instructional rate.

NAME	CHANGE HOURS		TO: (May)	ADD	DEPT	PROGRAM
	FROM: (January)	18				
Leong, Winnie	18	18	18		FORL	7520
Lim, James	9	9	9		LIBR	9320
McCarthy, Denise	18	18	18		ESL	7612
McKnight, Lindy	9	9	9		COUN	6470
Mogar, Mariannina	18	18	18		CDEV	7334
Mueller, Madeline	9	9	9		MUSIC	7538
Nava, Lisa	18	18	18		RN	7725
Nayer, Louise	18	18	18		ENGL	7512
Nelson-Lundy, Jessica	18	18	18		ENGL	7512
Ogden, Aaron	18	18	18		HOSPIT	7124
Oldham, Mary	9	9	9		BUS	7402
Olivier, Diane	18	18	18		ART	7504
Palacio, Mitchell	9	9	9		PE & D	7736
Randolph, Alvin	9	9	9		COUN	6470
Reinhertz, Tannis	18	18	18		H & R	7138
Rico, Stephen	18	18	18		CDEV	7334
Rodrigues, Richard	9	9	9		ART	7504
Rosales-Urbe, Maria	18	18	18		TRAN	7347
Rose, Arthur	9	9	9		BUS	7402
Rosenthal, Nadine	18	18	18		LEARN	6430

020530 -G5 (Cont.)

Academic Employees

Temporary Appointments

Tenure Review

**RESOLVED:** That the following academic employees be temporarily appointed to Tenure Review Assignments for the period January 15, 2002 through May 24, 2002, for the hours indicated. The activity is funded by the District General Fund, Appropriation #U-5120-1422-Program-C. Salary shall be in accordance with the appropriate salary schedule for instructors, non-instructional rate.

NAME	CHANGE HOURS		TO: (May)	ADD	DEPT	PROGRAM
	FROM: (January)					
Scott, Diana	9		9		ART	7504
Stein, Judith Aliyah	9		9		BEHV	7318
Szombathy, Agnes	9		9		LIBR	9320
Thiry, Pierre	18		18		CIS	7210
Toebe, Carole	18		18		BIO	7224
Valentine, Alexander	35		35		LIBR	9320
Vasquez, Maria	9		9		COUN	6470
Verdugo, Diana	18		18		LATINA	6468
Wendel, Nicole	18		18		ESL	7612
Wille, Patrick	18		18		BUS	7402

020530 - G6

Name Change

**RESOLVED:** That the name of the following academic employee be changed for record purposes:

**FROM**

Safwat, Yvonne F.

**TO**

Duncan, Yvonne F.



020530 – G7  
Amendment  
To Resolution

**RESOLVED:** That Resolution 020124 – G7 Amendment to Resolution (amending Resolution 011115 – G9 Leave of Absence), be amended in part to show the following:

CHANGE FROM:	NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION	EFFECTIVE DATES
	Stein, Aliyah	Behavioral Sciences/Phelan	17.B 100%	01/14/02 - 05/24/02
TO:	Stein, Aliyah	Behavioral Sciences/Phelan	17.B <u>0%</u>	CANCEL 100% LEAVE OF ABSENCE

020530 – G8  
Leave of  
Absence

**RESOLVED:** That for the effective dates shown the following named academic personnel be granted leave of absence:

NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION	EFFECTIVE DATES
Kleinman, Craig I.	English/Phelan	17.B	100% 08/14/02 - 05/23/03
Knight, Marla	Transitional Studies/JAD	17.P	20% 08/14/02 – 12/20/02
Matsumura, Mikiko	Foreign Language/Phelan	17.P	50% 08/14/02 – 12/20/02
Weisman, Vicki A.	Transitional Studies/Gough	17.P	20% 08/14/02 – 05/23/03
Whiteside, Anne	ESL/Phelan & Mission	17.P	60% 08/14/02 – 05/23/03
Young, Alfred R.	SFACT/Vocational Education	17.B	100% 04/15/02 – 05/24/02



020530 – G9  
Amendment  
to Resolution

**RESOLVED:** That Resolution 010222-G4, Amendment to Resolution (amending Resolution 001026-G6, Reduced Workload Pre-Retirement Reduction), be amended in part to show the following:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
<u>CHANGE</u> <u>FROM:</u>			
Leong, Winnie	Foreign Languages/Phelan	Work 66.67% every Fall and Spring	Spring 2001
		Work 50% every Fall and Spring	Fall 2001 through Spring 2003
<u>CHANGE</u> <u>TO:</u>			
Leong, Winnie	Foreign Languages/Phelan	Work 66.67% every Fall and Spring	Spring 2001
		Work 50% every Fall and Spring	Fall 2001 through Spring <u>2007</u>

020530 – G10  
Amendment  
to Resolution

**RESOLVED:** That Resolution 011220-G9, Reduced Workload Pre-Retirement Reduction, be amended in part to show the following:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
<u>CHANGE</u> <u>FROM:</u>			
Nakamura, Louise	DSPS/John Adams	Work 100% every Fall, and work 0% every Spring for 10 years	Fall 2002 through Spring 2012
<u>CHANGE</u> <u>TO:</u>			
Nakamura, Louise	DSPS/John Adams	<u>Work 50% Fall and Spring for 1 year</u> <u>(Fall 2002 through Spring 2003); work</u> <u>100% every Fall and 0% every Spring for</u> <u>9 years (Fall 2003 through Spring 2012)</u>	Fall 2002 through Spring 2012

020530 – G11

**Reduced Workload**

**Pre-Retirement**

**Reduction**

**RESOLVED:** That the Academic Year indicated the following academic personnel be granted Reduced Workload - Pre-Retirement Reduction status at City College of San Francisco, subject to receipt of approval from the State Teachers' Retirement System, as follows:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
Davis, Patricia Jan	Learning Assistance/Phelan	Work 60% every Fall and 40% every Spring for 2 years (Fall 2002 through Spring 2004); work 0% every Fall and 100% every Spring for 8 years (Fall 2004 through Spring 2012)	Fall 2002 through Spring 2012
Diamond, Linda P.	Business/Phelan	Work 100% every Fall and 0% every Spring	Fall 2002 through Spring 2008
Evans, Susan A.	Behavioral Sciences/Phelan	Work 80% every Fall and Spring	Fall 2002 through Spring 2008
Fullerton, Sandra J.	ESL/John Adams	Work 80% every Fall and Spring	Fall 2002 through Spring 2008

020530 – G12

Department

Chairperson

Stipends

2002-2003

**RESOLVED:** That the following named supervisors be assigned additional responsibilities during the Academic year 2002-2003; payment for these responsibilities shall be the stipend amount indicated for the academic year and pro-rated to the days served.

NAME	DEPARTMENT	STEP	STIPEND
Alioto, Darlene	Social Sciences	7	9,059.00
Armstrong, James	Chemistry	6	5,226.00
Baird, Roger	Art	3	5,924.00
Berthold, Tim	Health Science	1	3,484.00
Blair, Caroline	Film Production	2	3,834.00
Cabral, Barbara	Interdisciplinary Studies	6	3,546.00
Chavaria, Frederick	Latin-American Studies	2	2,091.00
Clark, Sunny	Student Health Services	7	5,574.00
Collins, John	Gay, Lesbian, and Bisexual Studies	7	3,894.00
Collins, Susan	Theater Arts	5	3,198.00
Dawydiak, Cecile	Nursing	7	7,316.00
Diaz, Jorge	Aeronautics	4	4,529.00
Duggan, James Bradley	Physical Education and Dance	7	9,059.00
Fa, Angelina	Asian-American Studies	7	3,894.00
Fong, May	Consumer Education	7	5,574.00
Grant, Fumiko	Asian Studies	6	3,546.00
Green, Jacquelyn	Foreign Languages	7	9,059.00
Guichard, Margaret	Health Care Technology	7	7,316.00
Hess, Darrel	Earth Sciences	7	3,894.00
Hoenisch, Charles	Administration of Justice/Fire Science	7	5,574.00

G1 to G12

05/30/02

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020530 – G12 (Cont.)

Department

Chairperson

Stipends

2002-2003

Hom, Calvin	Biological Sciences	2	7,318.00
Hulbert, Michael	English	6	8,710.00
Jenkins, Alvin	Extended Opportunity Programs and Services	3	4,181.00
Johnson, Paul	Disabled Students Program and Services	2	5,575.00
Kao, Lancelot	Astronomy	3	2,501.00
Leber, Lorraine	Graphic Communications	2	3,834.00
Lum, Jerry	Architecture	4	2,850.00
Macri, Ben	Automotive/Trade Skills	1	5,227.00
McAllister, Keith	Mathematics	7	9,059.00
McAteer, Robert	Photography	4	4,529.00
Mueller, Madeline	Music	7	7,316.00
Nance, Glenn	African-American Studies	7	3,894.00
Nelson, Anna	Dental Assisting	7	3,894.00
Oldham, Mary	Business	2	7,318.00
Paz, Leo	Philippine Studies	7	3,894.00
Podenski, Francine	Broadcast Electronic Media Arts	7	3,894.00
Quadra, Indiana	Career Development and Placement Center	3	2,501.00
Rico, Stephen	Child Development and Family Studies	7	7,316.00
Rosenthal, Nadine	Learning Assistance	7	5,574.00
Sanjee, Fariborz	Engineering and Technology (Welding)	7	5,574.00
Schultz, Gabriella	Transitional Studies	5	6,619.00
Seymour, Sharon	English as a Second Language	6	9,582.00

**RESOLVED:** That the following named supervisors be assigned additional responsibilities during the Academic year 2002-2003; payment for these responsibilities shall be the stipend amount indicated for the academic year and pro-rated to the days served.

020530 – G12 (Cont.)

Department

Chairperson

Stipends

2002-2003

Shardlow, George  
Shields, Bill  
Simon, Leslie  
Torres, Chita  
Wilner, Lorraine  
Yee, David  
Yim, Leslie

Behavioral Sciences  
Labor Studies  
Women's Studies  
Vocational Nursing  
Fashion  
Physics  
Diagnostic Medical Imaging/Radiologic Oncology  
Technologies

6  
7  
2  
2  
2  
5  
7

6,968.00  
3,894.00  
2,091.00  
5,575.00  
3,834.00  
4,878.00  
3,894.00

**RESOLVED:** That the following named supervisors be assigned additional responsibilities during the Academic year 2002-2003; payment for these responsibilities shall be the stipend amount indicated for the academic year and pro-rated to the days served.





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

H1

DATE: May 30, 2002

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: Academic Employees  
Credit Program/Non-Credit Program  
Categorically Funded  
City College of San Francisco  
(Resolutions 020530-H1)

## BACKGROUND INFORMATION:

Resolutions 020530-H1 cover categorically funded temporary academic employees appointments and/or other related personnel transactions pursuant to the provision of California Education Code #87470. All Appointments are classified as temporary, when services are required and funds are provided. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

## BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

H1

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05/30/02

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**RESOLVED:** That the following named persons be appointed to temporary part-time academic assignments for the semester, department and grant shown. Employment is pursuant to Education Code section 87470 and contingent upon funds available in the applicable Grant/Contract. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

**SPRING 2002**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Grant</u>	<u>Division</u>
Bibliowicz, Morris Z	Contract Education	ECO-Workplace 01-02 CT#01-312-008	NonCredit
Bibliowicz, Morris Z	Contract Education	Safeway	NonCredit
+ Blair, Thomas E	Foreign Languages	Partnership for Excellence	Credit
Boone, Anthony G	Contract Education	San Francisco Airport Comm - 39	NonCredit
+ Chan, P. Agnes W.	English As a Second Language	English Literacy & Civics ED Grant	NonCredit
+ Chin, Tina W	English As a Second Language	English Literacy & Civics ED Grant	NonCredit
Cox, Carolyn L	English As a Second Language	English Literacy & Civics ED Grant	NonCredit
Curl, Diana E	Child Dev. & Family Studies	Family Child Care Training Institut	Credit
Harb, Kamal M	Health Science	SFDPH/SFSU CHW 01-02	Credit
Ikeda, Vivian S	English As a Second Language	English Literacy & Civics ED Grant	NonCredit
Jacobson, Sara E	English As a Second Language	English Literacy & Civics ED Grant	NonCredit
+ Jardim, Philip M	Biological Sciences	Eco-CACT 01-02 CT#01-302-009	Credit
Jones, Melissa A	Health Science	SFDPH/SFSU CHW 01-02	Credit
Kearsley, Jeanne	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
+ Lee, Thomas	English As a Second Language	English Literacy & Civics ED Grant	NonCredit
McNichol, Thomas p.	Mentoring & Service Learning	Partnership for Excellence	Credit
+ Meunier-Fiebelkorn, Murie	Child Dev. & Family Studies	CA EC Mentoring Prog 00-01	Credit
O'Roke, Linda S.	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
+ Rico, Stephen M	Child Dev. & Family Studies	PV Foundation - Prof Development	Credit
Smith, Lia J	English As a Second Language	PV Foundation - Prof Development	Credit
+ White, Kathleen C	Child Dev. & Family Studies	CA EC Mentoring Prog 00-01	Credit
Yeung, Ellen L	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit

H1 Spring 2002: 22

**SUMMER 2002**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Grant</u>	<u>Division</u>
Auyeung, Mabel K	Child Dev. & Family Studies	Family Child Care Training Institut	Credit
Burnick, Merle Toby	English As a Second Language	English Literacy & Civics ED Grant	NonCredit
+ Chan, Marcia J	English As a Second Language	English Literacy & Civics ED Grant	NonCredit
Chen, Peijue Paig	Child Dev. & Family Studies	Family Child Care Training Institut	Credit
Cull, Patricia A	Mission Campus	Partnership for Excellence	NonCredit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: Categorically Funded.

Cull, Patricia A	Mission Campus	Partnership for Excellence	Credit
Curl, Diana E	Child Dev. & Family Studies	Family Child Care Training Institut	Credit
Goldstein, Augusta Alcy	English As a Second Language	English Literacy & Civics ED Grant	NonCredit
Hovanesian, Suzanne A.	Vocational Education	Vatea T1B/Foothill Bay Area Reg Occ	NonCredit
Lardie, Rayne N	English As a Second Language	English Literacy & Civics ED Grant	NonCredit
Lemley, Jamiel H	Bus/Office Tech/Small Bus	SF Computers & Learning Expans Proj	NonCredit
+ Meunier-Fiebelkorn, Murie	Child Dev. & Family Studies	State Preschool Full Day 01-02	Credit
+ Meunier-Fiebelkorn, Murie	Child Dev. & Family Studies	CC Tax Bailout 2001-2002	Credit
+ Meunier-Fiebelkorn, Murie	Child Dev. & Family Studies	Orfalea Family Foundation	Credit
Misri, Madhu L	Southeast Campus	Partnership for Excellence	Credit
+ Norris, Jennifer Ann	Vocational Education	Vatea IIC 2001-2002	Credit
Ruiz, Marvin A	Financial Aid	Calworks Program 01-02	Credit
+ Stewart, Barbara	Information Technology Srvcs	Tel & Tech Infra/HR Program 00-01	Credit
Torres, Edgar L	Latin-American Studies	Vatea IIC 2001-2002	Credit
Trammell, Floyd W	Bus/Office Tech/Small Bus	SF Computers & Learning Expans Proj	NonCredit
+ Walsh, Laura	English As a Second Language	FSS-ESL Across Curriculum	Credit
Wong, Manuel K	Child Dev. & Family Studies	Family Child Care Training Institut	Credit
+ Wostner, Ulf T	Vocational Education	Vatea IIC 2001-2002	Credit

H1 Summer 2002: 23

Total for H1: 45

Total Records: 45





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002 **L1**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** **Human Resources**  
**Authorization to amend employment Contract (s)**  
**(Resolution No. 020530 - L1 )**

## BACKGROUND INFORMATION:

The Board of Trustees by Resolution No. 791120-B1 has made available to its employees the provisions of Section 403 (b) of the United States Internal Revenue Code and Section 17501 of the California Revenue and Taxation Code.

Employees of the San Francisco Community College District may enter into an amendment of their employment contracts for the purpose of effecting a reduction in the salaries paid to such employees, and that for each employee who voluntarily elects to accept such reduction in his or her salary, the San Francisco Community College District shall, as directed by such employee, a) purchase, with an amount equal to the reduction in salary, a nontransferable annuity contract issued by an insurance company selected by the employee concerned, or b) contribute an amount equal to such reduction in salary to a custodial account of a custodian selected by the employee, in which all rights under said custodial account shall be exercisable by the employee concerned.

## RECOMMENDATION:

**RESOLVED:** That the Board of Trustee of the San Francisco Community College amend employment contract for the purpose of (a) purchasing tax sheltered annuities, (b) contributing to tax sheltered custodial accounts, for those employees requesting such purchases or contributions, and (c ) termination of the amendment to employment contract, complying with the provisions of Section 403 (b) of the United States Internal Revenue Code, and Section 17501 of the California Revenue and Taxation Code.

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### BOARD OF TRUSTEES

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DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR



a) INSURANCE COMPANIES

Bi-Weekly  
AMOUNT

American General	420.00
Life of Southwest	577.00
Met Life	100.00
Met Life	250.00
Transamerica	200.00
TIAA-CREF	400.00
TIAA-CREF	50.00
VALIC	250.00
VALIC	100.00

b) CUSTODIAL ACCOUNTS

BI-WEEKLY  
AMOUNT

American Fund	150.00
Fidelity	260.00
Fidelity	150.00
Fidelity	300.00
Franklin	50.00
Janus	60.00
Vanguard	300.00
Vanguard	200.00
Vanguard	450.00
Vanguard	400.00
Vanguard	100.00

BI-WEEKLY

c) TERMINATION/CANCELLATIONS

AMOUNT

GALIC	150.00
Invesco	200.00
Met Life	100.00
Oppenheimer	75.00
Safeco	500.00
Security First	365.00
Valic	300.00

URTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to purchase such annuity contracts or contribute to such custodial accounts, subject to ratification by the Board of Trustees.

James Kendrix, Originator

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY

PHYSICAL CHEMISTRY  
LECTURE NOTES  
BY  
PROFESSOR J. H. COLEMAN

These notes are intended for use in the Physical Chemistry course  
of the Department of Chemistry, University of Chicago.

They are based on the lectures given by the author  
during the past year.

They are intended to be used as a guide  
to the study of the subject.

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 30, 2002

N1

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: Academic Employees  
Community Services Classes  
City College of San Francisco  
(Resolutions 020530-N1)

## BACKGROUND INFORMATION:

Resolutions 020530-N1 covers appointments of academic employees to Community Service Classes and/or other related transactions pursuant to the provisions of California Education Code #78300. All appointments are classified as temporary, hourly unless otherwise stated in the resolution. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

## BOARD OF TRUSTEES

RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR

N1

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**RESOLVED:** That the following named persons be appointed to temporary part-time academic assignments in Community Services and related Programs pursuant to Education Code Section 78300. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered as full-time assignments for regular employees having comparable duties. Total overload/extra pay assignments for full-time faculty shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

**SPRING 2002**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Division</u>
Ruiz, Joseph M	Community Services	NonCredit

N1 Spring 2002: 1

**SUMMER 2002**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Division</u>
Bibliowicz, Morris Z	Institute for Int'l Students	NonCredit
Dennehy, Ann M.	Institute for Int'l Students	NonCredit
Good, Zehra Tulin	Institute for Int'l Students	NonCredit
Harlow, Nicole Anne	Institute for Int'l Students	NonCredit
Hartman, Catherine Eli	Institute for Int'l Students	NonCredit
Ma, Thi Thi	Institute for Int'l Students	NonCredit
Shin, Susan L	Institute for Int'l Students	NonCredit
Willett, John Hunter	Institute for Int'l Students	NonCredit

N1 Summer 2002: 8

**Total for N1: 9****Total Records: 9**



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30 2002 **S1**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: SPECIAL**  
**Presenting the Initial Proposal of the Department Chairperson Council and the Initial Proposal of the San Francisco Community College District for a Successor Collective Bargaining Agreement, and Placing a Special Order of Business on the Agenda for a Public Board of Trustees Meeting in June 2002 for Public Response to the Initial Proposals**  
**(Resolution No. 020530-S1)**

## BACKGROUND INFORMATION:

The present Collective Bargaining Agreement between the San Francisco Community College District (District) and the Department Chairperson Council (DCC) will expire on December 31, 2002. On April 12, 2002, the President of the DCC submitted to the Board of Trustees, through the Administration, DCC's Initial Proposal for a successor collective bargaining agreement for calendar years 2003, 2004, and 2005 (Attachment A). The Administration, on behalf of the Board of Trustees, has prepared the San Francisco Community College District's Initial Proposal (Attachment B) for a successor collective bargaining agreement. Government Code Section 3547 requires in relevant part that (a) all initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records, and (b) meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer.

## RECOMMENDATION:

**RESOLVED:** That the Board of Trustees of the District hereby presents DCC's Initial Proposal (Attachment A) and the District's Initial Proposal (Attachment B) for a successor collective bargaining agreement;

**FURTHER BE IT RESOLVED:** That a special order of business be placed on the Agenda for a public meeting of the Board of Trustees in June 2002 to enable members of the public to express themselves regarding the Initial Proposals.

Originator: Peter Goldstein  
with Steve Hale

**Department Chairperson Council Initial Proposal  
for a Successor Collective Bargaining Agreement  
Calendar Years 2003, 2004, and 2005**

With the District/DCC contract expiring in December 2002, the DCC formally proposes the following:

1. Extend ("roll-over") the present District/DCC contract for three (3) years with an agreement to re-open Article 15 (Stipends).
2. With regard to Article 15, the DCC proposes:
  - a. 20% across-the-board increase for a 3-year period (no re-openers);
  - b. the addition of a step on the stipend scale (exact amount to be determined) – if necessary.
3. Article 12 (Election/Selection of Department Chairpersons):
  - a. Clean up language (names of departments, placement in term for election);
  - b. Finalize election process for small departments/cross curricular departments (the 1-year trial is complete).

The DCC reserves the right to add to the foregoing proposal if necessary.



1. Introduction

The purpose of this study is to investigate the effects of the proposed system on the performance of the system. The study is divided into two main parts: a theoretical analysis and an experimental evaluation.

The theoretical analysis is based on the principles of the system and the results of previous studies. The experimental evaluation is based on the results of a series of experiments conducted under controlled conditions.

The results of the theoretical analysis and the experimental evaluation are presented in the following sections. The conclusions of the study are discussed in the final section.

### 2. Theoretical Analysis

The theoretical analysis is based on the principles of the system and the results of previous studies. The results of the theoretical analysis are presented in the following sections.

#### 2.1. Principles of the System

The principles of the system are based on the following assumptions: the system is a closed system, the system is in a steady state, and the system is in a state of equilibrium.

The results of the theoretical analysis are presented in the following sections. The conclusions of the study are discussed in the final section.

#### 2.2. Results of the Theoretical Analysis

The results of the theoretical analysis are presented in the following sections. The conclusions of the study are discussed in the final section.

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**San Francisco Community College District  
Board of Trustees**

**INITIAL PROPOSAL**

**for a Successor Collective Bargaining Agreement  
Calendar Years 2003, 2004, and 2005**

**Department Chairperson Council**

The present collective bargaining agreement between the parties consists of 22 Articles and eight Appendices. The Board of Trustees proposes that all Articles and Appendices, including any amendments in effect as of the date of this initial proposal, continue unchanged in the successor collective bargaining agreement, excluding (a) Articles and Appendices requiring date changes to coincide with the duration of the successor collective bargaining agreement, (b) Articles and Appendices requiring the deletion of obsolete language and re-numbering, and (c) the following Articles and Appendices which shall be amended through the negotiations process to address the issues identified below:

**ARTICLE 8, EVALUATION**

Explore the feasibility of developing a comprehensive schedule of Routine Evaluations of Department Chairpersons.

**ARTICLE 12, ELECTION/SELECTION OF DEPARTMENT CHAIRPERSONS**

Eliminate Article F, Section G, noting the elimination of that subsection effective Academic Year 2001-2002.

Eliminate Article H, Section 3, pertaining to a trial voting procedure, effective Academic Year 2001-2002, for departments with fewer than six full-time faculty eligible to serve and for Cross-curricular departments.

**ARTICLE 15, STIPENDS**

Increase to be negotiated according to reasonable comparative criteria and District's ability to pay.

**APPENDIX A, CITY COLLEGE OF SAN FRANCISCO DEPARTMENTS**

Review and revise department names, as appropriate.

#### RIGHT TO AMEND

The Board of Trustees reserves its right to amend its Initial Proposal.

## **Regulations for Access to Public Records San Francisco Community College District**

Public records maintained by the San Francisco Community College District (District) will be available for inspection by members of the public pursuant to the following procedures:

1. Public records maintained by the District shall be available for inspection during the regular business hours of the District.
2. Requests for inspection or copying of public records:
  - a. Should be specific, focused and not interfere with the ordinary business operations of the District. The operational functions of the District will not be suspended to permit inspection of records during periods in which such records are reasonably required by District personnel in the performance of their duties. If the request requires review of numerous records, a mutually agreeable time should be established for the inspection of the records.
  - b. Should be directed to the office, division, branch, or section of the District that maintains the desired records. If the requestor does not know where the desired records are maintained, the request for inspection should be directed to the Public Information Officer for routing to the appropriate official (contact Martha Lucey at (415) 239-3680, in Rm. S193 at 50 Phelan Avenue, San Francisco, CA 94112).
  - c. Should sufficiently describe records so that identification, location and retrieval of the records can be achieved by District personnel.
  - d. Should be made in writing unless the request involves records which are maintained by the District for the purpose of immediate public inspection.
3. The District may refuse to disclose any records which are confidential by law or exempt from disclosure under the Public Records Act. (See e.g. Gov. Code, § 6254).
4. Physical inspection of the records shall be permitted within the District's offices and under the conditions determined by the District. Upon either the completion of the inspection or the oral request of District personnel, the person conducting the inspection shall relinquish physical possession of the records. Persons inspecting District records shall not destroy, mutilate, deface, alter, or remove any such records from the District. The District reserves the right to have District personnel present during the inspection of records in order to prevent the loss or destruction of records.
5. Upon any request for a copy of records, other than records that have been determined to be confidential by law or exempt from disclosure under the Public Records Act, District personnel shall provide copies of the records to any person upon payment of a fee covering costs of duplication.
6. A copy of these guidelines shall be posted in a conspicuous public place in each main office of the District, and a copy thereof shall be made available free of charge to any person requesting such a copy.







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**S2**

**SUBJECT: SPECIAL**

**Adopting the Report of the Public Meeting/Public Records Advisory Committee; Directing the Chancellor to Implement the Recommendations within the Report; Expressing Gratitude to Members of This Advisory Committee  
(Resolution No. 020530-S2)**

## BACKGROUND INFORMATION:

On October 25, 2001, the Board of Trustees adopted Resolution # 011025-S2. This resolution addressed the issue of whether the San Francisco Community College District should adopt the City & County of San Francisco's Sunshine Ordinance. It further noted that ambiguities existed if the Ordinance were to be applied to the College, and that such ambiguities should be resolved prior to any consideration of adopting the Sunshine Ordinance in its entirety. The Board reaffirmed its commitment to the principle of openness as related to conducting the business of the public and to the right of the people to know about the activities of College representatives in conducting the mission of the College. The Board declared its recognition that access to public meetings and public information is vital to ensuring full participation of the public in the workings of the College. Most significantly, it directed the Chancellor to establish a public meeting/public records advisory committee to review existing College practices and procedures in the areas of public meetings and public records and to advise the Chancellor as to options for increasing opportunities for public participation.

The Chancellor responded by appointing such a committee. The membership of this committee is as follows:

- Hilda Bernstein, Chairperson – San Francisco City & County Sunshine Ordinance Task Force
- Terry Francke, General Counsel – California First Amendment Coalition
- Joshua Koltun, Attorney – Member, San Francisco City & County Sunshine Ordinance Task Force

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### BOARD OF TRUSTEES

RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR

- Ronald Lee, General Counsel – San Francisco Community College District
- Virginia Riegel, Staff Counsel – State Board of Governors, California Community Colleges
- D. Dorji Roberts, Deputy City Attorney of City Attorney's Office – City & County of San Francisco
- Joshua Weinstein, Attorney – Judicial Council of California

With Chancellor Day presiding, the Committee met four times: February 25, 2002; March 19, 2002; April 23, 2002; and May 8, 2002. The City & County's Sunshine Ordinance was discussed at great length. The Ordinance was compared with the Brown Act and the Public Records Act. Costs, training of staff, enforcement, and staffing requirements were addressed. It was noted that the College is different in one major aspect in that it is required to respect student records pursuant to Federal Law – the Family Educational Rights & Privacy Act (FERPA). The College Board meetings are also governed by portions of the Education Code, not just the Brown Act as contained in the Government Code. The College's current policies also demonstrate that members of the public have detailed rights to address the Board at its Board meetings.

The Public Meeting/Public Records Advisory Committee ultimately adopted a Report at its last meeting on May 8, 2002, by a unanimous vote of those members present.

#### **RECOMMENDATION:**

**RESOLVED:** That the Board of Trustees of the San Francisco Community College District hereby adopts the Report of the San Francisco Community College District Public Meeting/Public Records Advisory Committee dated May 8, 2002, a copy of which is included with this resolution;

**FURTHER BE IT RESOLVED:** That the Board directs the Chancellor to take those steps necessary to implement the recommendations contained within said Report;

**AND FURTHER BE IT RESOLVED:** that the Board expresses its Gratitude to the members of the Public Meeting/Public Records Advisory Committee for their time and thoughtfulness in meeting and considering how the District can best serve the needs of its students and the public at large.

Originator: Ronald Lee



## FINAL REPORT MAY 8, 2002

### **SAN FRANCISCO COMMUNITY COLLEGE DISTRICT PUBLIC MEETING/PUBLIC RECORDS ADVISORY COMMITTEE REPORT**

#### **BACKGROUND**

During the course of the election campaign for Proposition A in the latter part of calendar year 2001, it was suggested that the San Francisco Community College District should adopt the Sunshine Ordinance of the City and County of San Francisco. That ordinance governs both public meetings and public records and was adopted to ensure that the public business of the City and County be conducted in public.

City College of San Francisco (the San Francisco Community College District) is not subject to the ordinance. The College is not a department of the City and County. Rather, the College is a local public entity, and it is subject to state laws that also guarantee that the public's business be conducted in public. These laws also require open and public meetings (the Ralph M. Brown Act in the Government Code and provisions of the California Education Code) and access to public records (the Public Records Act in the Government Code).

There are major differences between the requirements of the Sunshine Ordinance and the state laws recited above that already apply to the College. Because the ordinance was adopted for the City and County's structure, making direct application of its numerous provisions to this College is problematic. Nevertheless, the College is committed to the principles of public access and involvement that are reflected in the Ordinance. As a consequence, the College's Board of Trustees adopted resolution 011025-S2 on October 25, 2001. The Board of Trustees directed the Chancellor to establish a public meetings/public records advisory committee to assist the Chancellor in reviewing the Ordinance and to consider the various ways to promote and enhance the principles of openness in public access to ensure that the College involves the public in the College's mission to serve the community.

As a result of this resolution, an Advisory Committee was formed consisting of the following individuals:

- Hilda Bernstein, Chairperson, S.F. Sunshine Ordinance Task Force
- Joshua Kolton, Attorney, Member, S.F. Sunshine Ordinance Task Force
- Terry Franke, General Counsel, California First Amendment Coalition
- Joshua Weinstein, Attorney, Judicial Council of California
- Virginia Riegel, Staff Counsel, State Board of Governors, Calif. Community Colleges
- Ronald Lee, General Counsel, City College of San Francisco
- Dorji Roberts, Deputy City Attorney, City Attorney's Office, San Francisco



## COMMITTEE DISCUSSION

The Committee met on February 25, 2002, March 19, 2002, April 23, 2002 (no quorum), and May 8, 2002.

Full discussion took place with regard to the possible ramifications if the City's Sunshine Ordinance were made applicable to the College. Deputy City Attorney Dorji Roberts of the City Attorney's Office addressed the requirements under the Public Records Act and the Brown Act for the City and County as contrasted with the additional requirements created by the Sunshine Ordinance. Discussion included issues that relate to cost, training, implementation and staffing requirements. The College's staff also noted the many ways in which it already provides for public access and input. Additionally, discussion concerned the many differences between the College and the City and County in many respects. For example, the College is required to comply with federal and state laws in regard to students' rights and records (the federal law is known as FERPA, the Family Educational Rights and Privacy Act).

Costly aspects of the Ordinance were discussed and how these costs could affect programmatic budgets (i.e. the College lacks revenue resources available to the City and County). Most importantly, while the Ordinance was designed to remedy real and perceived issues related to City and County meetings and/or records, no indication of problems exist within the College regarding public access or input. The College should consider only provisions that make sense for the College.

## RECOMMENDATIONS

In view of the foregoing, the Committee recommended, after reviewing the District's current mechanism of providing the public information about access to Board meetings and public records, that some of the policies of the College be amended to more explicitly declare the College's commitment to open access. It also recommended that the College adopt written public records guidelines, and that the following position statements be adopted:

- 1) The Committee recommends that the Board of Trustees of the District adopt those amendments to the District policy manual proposed by staff as follows:  
In PM 1.05 that governs Board meetings;
  - a) post the Board's agenda on the District's web site
  - b) post the "10-day in advance" meeting notice for regular meetings on the District's web site.
  - c) post notices of special meetings on the District's web site
  - d) amend the policy so that it reflects the already current practice concerning the public's right to address the Board at its Board meetings
  - e) amend the policy to state that the Board recognizes the right of the public to be informed about Board meetings and of its right of access to public meetings

- 2) The Committee recommends adoption of written public record guidelines (copy attached).
- 3) The Committee recognizes the District is subject to federal and state laws regarding students' records and that distinction itself makes the District very different from the City and County in terms of the confidentiality of certain materials.
- 4) The Committee recommends that the District raise public awareness of the regular broadcasting every Wednesday at 9:00 p.m. of Board meetings on Cable Channel EATV27 and that tapes of the meeting are readily available for the public to view.
- 5) The Committee recommends that the District devote resources for conducting in-service training to its faculty, administration and student leadership with regard to public meetings and access to public records.
- 6) The Committee recommends that the District annually assess the types and numbers of requests for public records during the course of the preceding year.
- 7) The Committee recommends that the District further monitor and enumerate the number of members of the public who appeared at Board meetings and provide that figure as part of its information to the public.
- 8) The Committee recommends that the District publish an annual calendar for Board of Trustees' meetings informing the public of the major resolutions which are adopted at specific times during the course of the year. An example is that the tentative budget for the District for the following fiscal year starting July 1 is normally adopted at the June Board meeting.
- 9) The Committee recommends the development of an annual publication that combines appropriate documents relating to Board meetings (e.g., schedule, calendar items, access and location of meetings, TV programming schedule, etc.) and public records and that such publication be distributed to members of the public through various means.
- 10) The Committee recommends that this Committee reconvene in one year to review and discuss the implementation of the recommendations made by this Committee.

RTL

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 3, 1862.

2. The second part is a report from the Secretary of the Interior, dated January 10, 1862.

3. The third part is a report from the Secretary of the Treasury, dated January 10, 1862.

4. The fourth part is a report from the Secretary of the War, dated January 10, 1862.

5. The fifth part is a report from the Secretary of the Navy, dated January 10, 1862.

6. The sixth part is a report from the Secretary of the State, dated January 10, 1862.

7. The seventh part is a report from the Secretary of the Interior, dated January 10, 1862.

8. The eighth part is a report from the Secretary of the Treasury, dated January 10, 1862.

9. The ninth part is a report from the Secretary of the War, dated January 10, 1862.

10. The tenth part is a report from the Secretary of the Navy, dated January 10, 1862.

11. The eleventh part is a report from the Secretary of the State, dated January 10, 1862.

12. The twelfth part is a report from the Secretary of the Interior, dated January 10, 1862.

13. The thirteenth part is a report from the Secretary of the Treasury, dated January 10, 1862.

14. The fourteenth part is a report from the Secretary of the War, dated January 10, 1862.

15. The fifteenth part is a report from the Secretary of the Navy, dated January 10, 1862.

**FINAL REPORT MAY 8, 2002**

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
PUBLIC MEETING/PUBLIC RECORDS ADVISORY COMMITTEE REPORT**

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As a result of this resolution, an Advisory Committee was formed consisting of the following individuals:

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## RECOMMENDATIONS

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- 10) The Committee recommends that this Committee reconvene in one year to review and discuss the implementation of the recommendations made by this Committee.

RTL





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002

**S3**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr. Chancellor

**Subject: SPECIAL**  
**Opposing the Classification By Race, Ethnicity,**  
**Color or National Origin Initiative, known as the**  
**"Racial Privacy Initiative"**  
**(Resolution No. 020530-S3)**

## BACKGROUND INFORMATION:

Effective January 1, 2005, if passed, this initiative would amend the California Constitution to prohibit state and local governments from using race, ethnicity, color or national origin to classify current or prospective students, contractors, or employees in public education, contracting or employment operations. Prohibition also covers persons subject to other operations of government unless Legislature finds compelling state interest, authorizes by two-thirds of each house, and Governor approves. It does not prohibit classification by sex.

"Classifying" is defined as separating, sorting, or organizing persons or personal data. Exemptions include law enforcement descriptions, prisoner and undercover assignments, and action taken to maintain federal funding. The Legislative Analyst and Director of Finance estimate this measure could save the state annually from several million dollars to in excess of \$10 million beginning in 2015.

It is vital for school and community college districts and all postsecondary educational institutions to continue to collect race and ethnicity data to assist in ensuring fair and equal access for all to every educational institution, whether as a student or an employee. Furthermore, it is vital for the State of California to determine if the number of people of color who are enrolling in or working for an educational institution is increasing or decreasing.

The "Racial Privacy Initiative", an initiative that the American Civil Rights Coalition, including the University of California Regent Ward Connerly, is attempting to qualify for the November 2002 California ballot, would make it

05/30/02 – S3 page 1

### BOARD OF TRUSTEES

RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR



almost impossible to enforce California's laws against racial and ethnic discrimination.

Federal law prohibits discrimination on the basis of race and ethnicity. Passage of this initiative would make it nearly impossible for an applicant to bring suit on the basis of disparate impact. Furthermore, it would make it equally impossible for an employer or institution to defend their practices against such a suit.

This initiative would turn forty years of antidiscrimination case law on its head. It goes against the basic tenets of the Equal Employment Opportunity Commission and Title VII. It flies in the face of everything that City College of San Francisco stands for in the area of equal opportunity and access. This initiative contradicts City College's vision of creating and fostering a diverse and caring community, where all people are afforded equal opportunity to share in the benefits of education and employment.

#### **RECOMMENDATION:**

RESOLVED: That the Board of Trustees opposes the passage of the Classification By Race, Ethnicity, Color or National Origin Initiative, an initiative to amend the California Constitution and better known as the "Racial Privacy Initiative", on the November 2002 ballot.

Trustee Johnnie L. Carter, Vice-President, Originator  
Trustee Rodel E. Rodis, President, Originator  
Trustee Julio J. Ramos, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 30, 2002  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

S4

**SUBJECT: SPECIAL**  
**Support for Congressional Legislation authored by**  
**Representative Robert Underwood**  
**(Resolution No. 020530-S4)**

## RECOMMENDATION:

WHEREAS, Asian American and Pacific Islanders are one of the fastest growing minority populations in the United States, and yet they are left behind in numerous programs which help minority students bridge the gap to higher education attainment; and,

WHEREAS, The College Board and various federal officials report that there are major disparities in income and education attainment among various subpopulations of Asian and Pacific Islanders; and,

WHEREAS, the President's Advisory Commission on Asian Americans and Pacific Islanders recognized the need to establish a designation of Asian American and Pacific Islander Serving Institutions as a focus for outreach, employment, recruitment, research, and program development; and,

WHEREAS, Titles III and V of the Higher Education Act were established to aid colleges and universities to expand educational opportunities for financially needy and minority students.

RESOLVED, that the Board of Trustees of the San Francisco Community College District supports legislation authored by Representative Robert Underwood to provide the Department of Education with the authority to designate within Title III of the Higher Education Act, Asian American and Pacific Islander Serving Institutions, enabling higher education institutions with significant representation of Asian American and Pacific Islander American students within their undergraduate student population to improve their capacity to provide higher education opportunities to disadvantaged Asian American and Pacific Islander students.

\_\_\_\_\_, Originator

05/30/02 – S4 page 1

## BOARD OF TRUSTEES

RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## FOR INFORMATION ONLY

Honorable Board of Trustees of the  
San Francisco Community City College District

Subject: Report on contracts under \$50,000, Office of Contract Education,  
City College of San Francisco, May 2002

This report is for information only on contracts that the Office of Contract Education negotiated or amended under \$50,000 in April 2002.

- San Francisco International Airport – Contract total \$10,700, term April 11, 2002 to May 17, 2002, to provide 2 lead training courses to employees of the Airport's Engineering Department. The two courses are: 1) Lead worker initial course with supervisor/project monitor supplemental, and 2) lead worker initial course.
- San Francisco Public Utilities Commission – Contract total \$1,500, term May 1, 2002 to May 31, 2002, to provide 12 hours of assessment for the PUC fitness center.
- Port of San Francisco – Contract total \$1,200, term June 24, 2002 to June 24, 2002, to provide an 8-hour Hazwoper Refresher course.

Originator: Judy Teng

### BOARD OF TRUSTEES

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DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR





ORIGINAL ARTICLES

1. The Effect of the Diet on the Blood Sugar in the Normal Individual and in the Diabetic Patient  
2. The Effect of the Diet on the Blood Sugar in the Normal Individual and in the Diabetic Patient  
3. The Effect of the Diet on the Blood Sugar in the Normal Individual and in the Diabetic Patient  
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9. The Effect of the Diet on the Blood Sugar in the Normal Individual and in the Diabetic Patient  
10. The Effect of the Diet on the Blood Sugar in the Normal Individual and in the Diabetic Patient



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## FOR INFORMATION ONLY

Honorable Board of Trustees of the  
San Francisco Community College District

Subject: Report on contracts under \$50,000, Office of Workforce and  
Economic Development, City College of San Francisco, May 2002

This report is for information only on contracts that the Office of Workforce and  
Economic Development negotiated under \$50,000 in May 2002.

- Jewish Vocational Services – The Office of Workforce and Economic Development will enter into a Contract not to exceed \$25,000, term July 1, 2002 to June 30, 2003 to provide coordination and conduct instruction in selected City College of San Francisco Computer Information Science courses for Jewish Vocational Services clients.
- Glide – The Office of Workforce and Economic Development will enter into a Contract not to exceed \$25,000, term July 1, 2002 to June 30, 2003, to provide coordination and conduct instruction in selected City College of San Francisco Computer Information Science courses for Glide clients.
- Alameda County Workforce Investment Board – The Office of Workforce and Economic Development will enter into a Contract not to exceed \$20,000, term July 1, 2002 to December 31, 2002, to deliver customized training to Meyer Sound employees.

Originator: Phyllis G. McGuire

### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR



DEPARTMENT OF CHEMISTRY

PH.D. THESIS

THE STUDY OF THE KINETICS OF THE REACTION OF HYDROGEN PEROXIDE WITH VARIOUS SUBSTRATES

BY

DR. J. H. KILPATRICK

CHICAGO, ILLINOIS

FOR INFORMATION ONLY

Honorable Board of Trustees of the  
San Francisco Community City College District

Subject: Report on grant activity from April 26 - May 30, 2002 facilitated by the  
Office of Research, Planning and Grants, City College of San Francisco  
(CCSF)

This report is for information only on grant activity facilitated by the Office of  
Research, Planning and Grants, April 26 – May 30, 2002.

- California Community Colleges Chancellor's Office – Funds for Student Success  
CCSF's Teacher Prep Program submitted a request to the State Chancellor's office  
in the amount of \$274,560 for renewal of its Teacher and Reading Development  
Partnership Program (TRDP). The State Chancellor's office subsequently renewed  
CCSF's TRDP grant for 2002 – 2003. Thus far, the Teacher Prep Program has  
used TRDP funds to groom high school pathways; identify career options; hone  
AmeriCorps program participation; and offer courses, pathways, support services  
and financial incentives that attract and retain a diverse cadre of future teachers.  
The Teacher Prep Center will use this year's allocation to continue these activities  
as well as support increased counseling to help students successfully navigate  
teacher pathways; enhanced community partnerships; new course development and  
curriculum re-design; evaluation and strategic planning. The State Chancellor's  
office renewed CCSF's request in full at \$274,560 for the period of June 2002 –  
June 2003. No additional district space or funds are required.

Kristin Hershbell, Originator



# MEMORANDUM

TO : THE PRESIDENT

FROM : THE SECRETARY OF DEFENSE

SUBJECT: [Illegible]

[Illegible text block containing several paragraphs of memorandum content]

DATE: [Illegible]

## MEMORANDUM

**DATE:** May 30, 2002  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor  
**RE:** INFORMATIONAL REPORT  
NO ACTION NECESSARY  
Sabbatical Leaves – Fall 2002  
Academic Employees

### BACKGROUND INFORMATION:

The following academic employees have been granted sabbatical leaves during the Fall 2002 semester under the SFCCD/AFT Local 2121 Contract as indicated:

### FALL 2002 SABBATICAL AWARDS

#### 1 SEMESTER

#### FACULTY MEMBER

#### DEPARTMENT

Biehn, Jennifer	Business
Chan, Agnes	ESL
Haynes-Oliver, Lynetta	Business
Wong, Anna Q.	ESL
Wooten, Warren	Auto
Yee, Christina	Library & LR

#### SPLIT 1<sup>ST</sup> HALF

#### FACULTY MEMBER

#### DEPARTMENT

Berkov, Kathleen	ESL
Conner, Constance	CIS
Hu, Karin	Behavioral Sciences
Lopez, Susan	ESL
Martin, Tina	ESL
Terao, Lenni Yoshiko	ESL

CONTINUED →

**1 YEAR F02 – SP03**  
**FACULTY MEMBER**

Cantrell, Mary-Ann  
Hale, Cecil  
Teti, Frederick A.  
Thornburg, Janet

**DEPARTMENT**

ESL  
Broadcasting  
Mathematics  
ESL

**SPLIT 2<sup>ND</sup> HALF**  
**FACULTY MEMBER**

Amsler, Mary  
Beck, Kenneth  
Dawson, Robert  
Frandina, Mary  
Gati, Sally  
Heredia, Maria  
Levy, Lynn E.  
Maffei, Nick  
Roth, Robin

**DEPARTMENT**

English  
ESL  
ESL  
ESL  
ESL  
Counseling  
ESL  
Business  
Health Science

**Total Sabbatical Awards: 25**

INFORMATION REPORT  
NO ACTION NECESSARY

**DATE:** May 30, 2002

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** Chancellor's Report  
Academic Employees  
Acceptance of Resignation  
with the Intent to Retire  
(020530 – RPT)

The following academic employees have submitted, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Cribbs, Walter J.	Full-time	Mathematics	Phelan	07/20/02
Fisher, Paul	Full-time	Business	Phelan	05/25/02
Garcia de Nixon, Patricia E.	Part-time	ESL	Mission	05/24/02
Gonzalez, Ronald L.	Full-time	Architecture	Phelan	05/24/02
Johnson, Rosemary	Full-time	Counseling	Southeast	05/24/02
Tragardh, Thomas N.	Full-time	ESL	Phelan	05/24/02
Yang, Lucy S.	Full-time	ESL	Alemanay	05/24/02

Originator: Clara Starr



1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for ensuring the integrity of the financial system and for providing a clear audit trail. The text also mentions that this practice helps in identifying any discrepancies or errors early on, which can then be corrected before they become more significant.

2. The second part of the document focuses on the role of the accounting department in providing timely and accurate financial information to management. It states that this information is essential for making informed decisions about the company's future. The text also notes that the accounting department should work closely with other departments to ensure that all transactions are properly recorded and that the financial statements are up-to-date.

3. The third part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for ensuring the integrity of the financial system and for providing a clear audit trail. The text also mentions that this practice helps in identifying any discrepancies or errors early on, which can then be corrected before they become more significant.

Financial Statement Data				
Item	Amount	Category	Period	Notes
Revenue	1000	Operating	Q1 2024	
Expenses	800	Operating	Q1 2024	
Profit	200	Operating	Q1 2024	
Revenue	1100	Operating	Q2 2024	
Expenses	900	Operating	Q2 2024	
Profit	200	Operating	Q2 2024	
Revenue	1200	Operating	Q3 2024	
Expenses	1000	Operating	Q3 2024	
Profit	200	Operating	Q3 2024	
Revenue	1300	Operating	Q4 2024	
Expenses	1100	Operating	Q4 2024	
Profit	200	Operating	Q4 2024	

4. The fourth part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for ensuring the integrity of the financial system and for providing a clear audit trail. The text also mentions that this practice helps in identifying any discrepancies or errors early on, which can then be corrected before they become more significant.

5. The fifth part of the document focuses on the role of the accounting department in providing timely and accurate financial information to management. It states that this information is essential for making informed decisions about the company's future. The text also notes that the accounting department should work closely with other departments to ensure that all transactions are properly recorded and that the financial statements are up-to-date.

6. The sixth part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for ensuring the integrity of the financial system and for providing a clear audit trail. The text also mentions that this practice helps in identifying any discrepancies or errors early on, which can then be corrected before they become more significant.

INFORMATION REPORT  
NO ACTION NECESSARY

**DATE:** May 30, 2002  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: Chancellor's Report  
Academic Employees  
Acceptance of Resignation  
(020530 – RPT)**

The following part-time academic employees have notified us of their intention to resign, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Alexander, Reginald	Part-time	Human Resources	Gough	05/24/02
Butler, Terry A.	Part-time	ESL	CH-NB	05/26/02
Corradini, Diane M.	Part-time	Business	Downtown	03/11/02
McMahon, Sean	Full-time	Chemistry	Phelan	05/24/02
Warren, Patricia Ann	Part-time	Art	Fort Mason	10/18/00

Originator: Clara Starr

Page 1 of 1

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO  
CHICAGO, ILLINOIS  
JANUARY 1950

THE UNIVERSITY OF CHICAGO  
CHICAGO, ILLINOIS  
JANUARY 1950

THE UNIVERSITY OF CHICAGO  
CHICAGO, ILLINOIS  
JANUARY 1950









# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## NOTICE

### REGULAR MEETINGS

#### THE

### BOARD OF TRUSTEES

#### SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

LOCATION: GOUGH STREET CONFERENCE ROOM  
GOUGH STREET  
33 GOUGH STREET, SAN FRANCISCO

DATE: **THURSDAY, June 27, 2002**

TIME: **5:00 PM**

This meeting is normally devoted to Closed Session Topics.

LOCATION: AUDITORIUM  
GOUGH STREET CAMPUS  
33 GOUGH STREET, SAN FRANCISCO

DATE: **THURSDAY, June 27, 2002**

TIME: **6:00 PM**

This meeting is normally devoted to Open Session Topics.

SPECIFIC TIMES SUBJECT TO CHANGE.

Call 241-2234 for information.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5

The San Francisco Community College District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Persons who wish to request disability-related accommodations including sign-language interpreters should contact Linda R. Jackson, District ADA Coordinator, Office of Affirmative Action, 31 Gough Street, Room 16, San Francisco, CA, 94103, Phone: (415) 241-2281, Fax: (415) 241-2203. Please request accommodations no later than 12 working days prior to the date of the Board meeting in order to assure the best possible arrangements.

#### BOARD OF TRUSTEES

RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR

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JUN 24 2002

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# Introduction to the Study of the History of the United States



Chapter I

Section I

Section II

Section III

Section IV

Section V

Section VI

Section VII

Section VIII

Section IX

Section X

Section XI

Section XII

Section XIII

Section XIV

Section XV

Section XVI

Section XVII

Section XVIII

Section XIX

Section XX

Section XXI

Section XXII

Section XXIII

Section XXIV

Section XXV

Section XXVI

Section XXVII

Section XXVIII

Section XXIX

## TO MEMBERS OF THE PUBLIC

The Agenda page and accompanying resolutions have been prepared well in advance of the regularly scheduled meeting of the Board of Trustees of the San Francisco Community College District. Please note that Resolutions are subject to amendment and replacement.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

You should be aware of the following (Government Code § 54954.2):

1. Additional agenda items to be acted upon by the Board may be posted at 33 Gough street and in the lobby of Conlan Hall at the Phelan Campus at least 72 hours in advance of the regularly scheduled Board Meeting. Resolutions may also be available at the time of posting, but if not, such resolutions will be available at the Board Meeting.
2. Additional agenda items and resolutions, although not posted as in paragraph 1 above, may still be acted upon by the board at the regular meeting:
  - a) Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code § 54956.5. Emergency is defined as work stoppage or other activity which severely impairs public health, safety, or both as determined by a majority of the members of the Board, OR crippling disaster which severely impairs public health, safety or both, as determined by a majority vote of the members of the Board, OR
  - b) Upon a determination by a two-thirds vote of the members of the Board present at the meeting or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted 72 hours in advance of the Board Meeting, OR
  - c) The Item was posted 72 hours in advance of a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.



# THE HISTORY OF THE

The first part of the history of the world is the history of the human race. It is a history of the progress of the human mind, of the growth of the human soul, of the development of the human spirit. It is a history of the human race, of the human mind, of the human soul, of the human spirit.

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### **For Members of the Public:**

To facilitate the conduct of business at Board meetings, the following information has been taken from the District's Policy Manual concerning the conduct of Board Meetings.

### **From PM 1.05 A:**

The order of business may be revised at any meeting when, in the discretion of the President, such revision will benefit the public and/or order of the meeting.

### **From PM 1.05 L:**

L. Granting the Privilege of the Floor. A person desiring to speak shall be recognized by the Chair only after complying with the following procedures:

For matters appearing on the agenda, an individual desiring to address the Board must complete a "Request to Address Board" card, completing the information thereon including the subject to be addressed. If there is to be a written report presented, a copy(ies) shall be submitted in advance to the Chancellor.

Any person desiring to address the Board on non-agenda items must also complete the "Request to Address Board" card and will be recognized at the end of the agenda. Only items directly related to District business may be presented.

Cards for these purposes are available in the Office of the Chancellor and also at the Board meeting. Completed cards should be presented to the Board President prior to the beginning of the meeting. As a matter of courtesy, the Board encourages people to notify the Chancellor's Office in advance of the Board meeting of their intention to address the Board. Prior to calling for a vote on an item before the Board, the Presiding Officer shall determine if speaker cards have been submitted for that item. Persons who have submitted cards prior to the consideration of the item shall be called upon by the Presiding Officer. Persons who address the Board may address only the agenda item being considered and shall have up to three minutes for comments. Should another person who has submitted a request to speak card in advance of consideration of the item wish to forego speaking on that item, he or she may grant his or her speaking time to another speaker who has also submitted a request to speak card, but in no event shall any speaker have more than two allotments (totaling up to six minutes) of speaker time on any item. However, in order to facilitate the completion of District business, the Presiding Officer may also limit the total length of time allotted to the speakers on a given topic or agenda item which may reduce the individual speaker's time on that topic or item. Speaking too long, being unduly repetitious, or discussing irrelevancies disrupt the meeting, and may result in the forfeiture of speaking opportunities during that meeting.

The President of the Board reserves the right of determining the order of the speakers and changing the order of the agenda if it will be of benefit to the public and/or the order of the meeting.

Undue interruptions or other interference's with the orderly conduct of Board business cannot be allowed. Defamatory or abusive personal remarks, which disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of District business, are always out of order. However, the Board shall not prohibit public criticism of the policies, procedures, programs, or services of the District, or of the acts or omissions of the Board.

The President may terminate the speaker's privilege of address if after being called to order, he or she persists in improper conduct or remarks, or if the speaker fails to speak on the subject matter for which the privilege of the floor was granted.

No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against an employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on non-agenda items or unless otherwise required by law.

Comments or presentations made by members of the public to the Board do not necessarily reflect the opinion of the Board or of its individual members, nor does the Board necessarily endorse or sanction such comments or presentations. Persons who address the Board on matters of their choosing are solely responsible for the content of such comments or presentations.

**AGENDA**  
**CLOSED SESSION**  
**BOARD OF TRUSTEES**  
**OF**  
**THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT**  
**GOUGH STREET CONFERENCE ROOM**

**33 GOUGH STREET**  
**San Francisco**  
**THURSDAY, June 27, 2002**  
**5:00 P.M.**

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- I. OPEN SESSION**  
**Announcement of Closed Session Topics**
- II. CLOSED SESSION**
- A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (G.C. 54956.8)**

Property :	324 Havelock Street San Francisco, Ca.
Agency Negotiator:	Peter Goldstein
Negotiating parties:	Eugene Moggia
Under Negotiation:	Price and terms of payment

Property :	106 Bartlett Street San Francisco, Ca.
Agency Negotiator:	Peter Goldstein
Negotiating parties:	Philip Smith of San Francisco Unified School District
Under Negotiation:	Price and terms of payment

- B. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**  
**(G.C. 54956.9(a))**

Name of Case:	Womack v SFCCD – SF Superior Court Case CPF – 02-500892
---------------	--

- C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**  
**(G.C. 54956.9)**

Significant exposure to litigation pursuant to Gov. Code 54956.9 (b) – 3 cases

Initiation of litigation pursuant to Gov. Code 54956.9 (c) – 1 case





**D PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (G.C. 54957)**

**E. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: Chancellor

**F. CONFERENCE WITH LABOR NEGOTIATORS (G.C. 54957.6)**

1. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale, and Charles Sakai

Employee Organizations: Service Employees International Union (SEIU) 790, American Federation of Teachers (AFT) 2121, Department Chairperson Council (DCC), and San Francisco Building and Construction Trade Council Unions (SFBCTCU)

2. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale, and Charles Sakai

Unrepresented Employees: Stationary Engineers, District Designated Managers, Employee Relations Manager, Supervisors, and Confidential Classifications.

**III. OPEN SESSION**

**Disclosure of Board actions from Closed Session, pursuant to Government Code 54957.1**

**Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.**



**Regular Meeting of the  
Board of Trustees of the  
San Francisco Community College District  
City College of San Francisco  
GOUGH STREET CAMPUS  
AUDITORIUM  
33 GOUGH STREET  
San Francisco**

**Thursday, June 27, 2002**

**Open Session - 6:00 p.m.**

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Minutes  
Regular Meeting Minutes – May 30, 2002
- IV. Public response to the Initial Proposal of the Department  
Chairperson Council and the Initial Proposal of the San Francisco  
Community College District for a Successor Collective Bargaining  
Agreement.
- V. Adoption of Resolutions Agenda
- VI. Approval of Consent Agenda Items as Listed
- VII. Special Presentations
- VIII. Monthly Financial Report – James Kendrix & Peter Goldstein
- IX. Action on Other Resolutions Agenda Items
- X. Report from Constituent Groups
  - Academic Senate      - David Yee, President
  - Associated Students      - William Walker, President



1. The first part of the report  
 2. The second part of the report  
 3. The third part of the report  
 4. The fourth part of the report  
 5. The fifth part of the report  
 6. The sixth part of the report  
 7. The seventh part of the report  
 8. The eighth part of the report  
 9. The ninth part of the report  
 10. The tenth part of the report

1. The first part of the report	1
2. The second part of the report	2
3. The third part of the report	3
4. The fourth part of the report	4
5. The fifth part of the report	5
6. The sixth part of the report	6
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19. The nineteenth part of the report	19
20. The twentieth part of the report	20

- XI. Board of Trustees' Report
- XII. Chancellor and Staff Reports
- XIII. Closed Session Announcements - Legal Counsel Ronald Lee
- XIV. Requests to Speak
- XV. Adjournment

**FINANCE**  
**GENERAL FUND**

- B1 - Authorization is hereby given to contract with Angus-Hamer Networking to provide operational technical support of the College's network at a cost not to exceed \$101,000 for the period from July 1, 2002 through June 30, 2003 \*C
- B2 - Authorization be hereby given to establish a special services agreement with SCT Corporation for consulting services from July 1, 2002 through June 30, 2003 for a cost not to exceed \$50,000 \*C
- B3 - Authorization be hereby given to contract with Strata Information Group (SIG) to provide technical consulting to the programming unit of the ITS Department for period from July 1, 2002 through June 30, 2003 for a total contract cost not to exceed \$ 240,000
- B4 - Approval of Special Services and Advice (Other Services) Authorization for four (4) Contract Modification \*C
- B5 - Authorization is hereby given to contract with Development Institute, Inc., to provide consultation and special services to be defined by formal work scope for a period from July 1, 2002, through June 30, 2003, at a total contract cost not to exceed \$190,000 \*C
- B6 - Authorization be and is hereby given for approval to contract with William H. Liskamm FAIA for special services and advice to provide the District with various facilities planning services, for a total contract cost not to exceed \$15,000 for the period July 1, 2002, through June 30, 2003 \*C

1. Introduction	1
2. Methodology	2
3. Results	3
4. Discussion	4
5. Conclusion	5

Page 1 of 1

The first part of the paper discusses the importance of understanding the underlying mechanisms of the observed phenomena. This is followed by a detailed description of the experimental setup and the data collection process. The results are then presented in a series of tables and figures, which are discussed in the context of the theoretical framework. Finally, the paper concludes with a summary of the findings and some suggestions for future research.

The second part of the paper focuses on the analysis of the data. This involves a series of statistical tests and a comparison of the results with the theoretical predictions. The analysis shows that the data is consistent with the theory, but there are some deviations that need to be investigated further. The paper also discusses the limitations of the current study and the need for more comprehensive experiments.

The third part of the paper discusses the implications of the findings. It shows that the results have important consequences for the understanding of the underlying processes. The paper also discusses the potential applications of the findings in other fields of research. Finally, the paper concludes with a summary of the findings and some suggestions for future research.

The fourth part of the paper discusses the limitations of the current study. It shows that there are several factors that could affect the results, and these need to be taken into account in future research. The paper also discusses the need for more comprehensive experiments and the importance of understanding the underlying mechanisms of the observed phenomena.

The fifth part of the paper discusses the conclusions of the study. It shows that the results are consistent with the theoretical predictions, but there are some deviations that need to be investigated further. The paper also discusses the implications of the findings and the need for more comprehensive experiments. Finally, the paper concludes with a summary of the findings and some suggestions for future research.

The sixth part of the paper discusses the future research. It shows that there are several areas that need to be investigated further, and these should be the focus of future research. The paper also discusses the importance of understanding the underlying mechanisms of the observed phenomena and the need for more comprehensive experiments. Finally, the paper concludes with a summary of the findings and some suggestions for future research.

The seventh part of the paper discusses the acknowledgments. It shows that the authors would like to thank the following people for their help and support during the course of the study. The paper also discusses the funding sources and the institutions that supported the research. Finally, the paper concludes with a summary of the findings and some suggestions for future research.

- B7 - Ratification of an Agreement with the Firm of Morgan, Lewis & Bockius, L.L.P. for the Providing of Legal Services in Areas Related to Project Labor Agreements or Project Stabilization Agreements.
- B8 - Reviewing and entering into the minutes the SFCCD Quarterly Financial Status Report for the quarter ended March 31, 2002.
- B9 - Adoption of Tentative 2002-2003 Budget

#### CAPITAL OUTLAY

- B10 - Authorization be hereby given to contract with \_\_\_\_\_ from July 1, 2002 through July 1, 2003 for special services and advice to provide the District with professional services for CEQA compliance of Proposition A, 2001 General Obligation Bond Projects, at the Ocean Avenue Campus at a cost not to exceed \$\_\_\_\_\_, \*C
- B11 - Authorization for eight (8) Contract Modification(s) totaling \$216,593.45 for Special Services Contract(s) and Construction Contract(s) \*C
- B12 - Authorization be hereby given to contract with Ghilotti Bros. Inc. for the project: John Adams Campus Hayes Street Parking Lot Repair, to be completed on or before September, 2002, at a cost of not to exceed \$108,224.00 \*C
- B13 - Authorization be hereby given to contract with *Golden Bay Fence Plus Iron Works, Inc./Security Iron* for the project: *Environmental Horticulture Gate Replacement*, to be completed on or before September 30, 2002, at a cost of not to exceed \$39,386 \*C

#### GRANTS/CONTRACTS

- B14 - Authorization hereby be given 1) to contract with San Francisco Department of Human Services for providing the Title IV-E training for a total up to \$371,160; and 2) to subcontract with Edgewood Center for providing some Title IV-E training for a total up to \$170,000. The term of the contracts are from August 1, 2002 to June 30, 2003 \*C
- B15 - Authorization be hereby given to enter into an instructional service/rental agreement with the San Francisco Police Department for a period of three years, effective July 1, 2002 until June 30, 2005, not to exceed \$800,000 per year, based upon available funds \*C



1. The first part of the paper discusses the importance of the study.

2. The second part of the paper discusses the methodology used in the study.

3. The third part of the paper discusses the results of the study.

4. The fourth part of the paper discusses the conclusions of the study.

5. The fifth part of the paper discusses the implications of the study.

6. The sixth part of the paper discusses the limitations of the study.

7. The seventh part of the paper discusses the future research.

8. The eighth part of the paper discusses the acknowledgments.

9. The ninth part of the paper discusses the references.

10. The tenth part of the paper discusses the appendices.

11. The eleventh part of the paper discusses the index.

12. The twelfth part of the paper discusses the glossary.

13. The thirteenth part of the paper discusses the bibliography.

- B16 - Authorization be hereby given to  
apply for and to accept the amount of \$2,163,059 from the  
California Department of Education for the California Early  
Childhood Mentor Program \*c
- B17 - Authorization be hereby given  
to apply for and to accept the amount of \$99,900 from the Alameda  
Children and Families Commission for enhancement of the  
Alameda County Mentor Program \*c
- B18 - Authorization to amend seven (7) one resolution  
as indicated in the table. \*c
- B19 - Authorization be hereby given  
to the college to appropriate \$224,961 (To the Financial Aid  
account #U4046) to satisfy the required match for the FWS, and  
Federal Perkins financial aid programs to cover the period of July  
1, 2002 through June 30, 2003. The match for the FSEOG program  
(\$230,379) will be covered by fee waivers, scholarships and grants  
as allowed by Title IV regulations \*c
- B20 - Authorization is hereby granted to  
transfer \$88,615 FWS funds to the FSEOG fund to be awarded to  
students in the form of grants \*c
- B21 - Authorization hereby be given to establish  
an Internship Program for interns who do not have independent  
responsibility for instruction or supervision of students \*c
- B22 - Authorization hereby be given to  
contract with Pacific Cultural Foundation of Taiwan for providing  
the three cycles of TOEFL/GRE Testing Preparation in Taiwan and  
one 2-week Study Tour in San Francisco for an amount up to  
\$382,950. The term of this agreement is from July 1, 2002 to June  
30, 2003 \*c

#### **EQUIPMENT, SUPPLIES & SERVICES**

- C1 - Procurement of equipment, supplies, services  
etc., less than \$3,000 \*c
- C2 - Procurement of equipment, supplies, services, etc.,  
\$3,000 or more \*c

1. The first part of the document is a list of the names of the persons who have been appointed to the various offices of the Board of Directors of the Corporation.

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| C3 | - | Acceptance of Gifts   | *c |
| C4 | - | Disposal of Personal Property with Insufficient Sales Value | *c |

# **HUMAN RESOURCES**

- |       |   |   |    |
|-------|---|---|----|
| G1-11 | - | Academic Employees, Credit Program,<br>District Funded  | *c |
| H1    | - | Academic Employees, Credit Program,<br>Categorically Funded   | *c |
| L1    | - | Amending employment contract for the purpose<br>of (a) purchasing tax sheltered annuities, (b) contributing to tax<br>sheltered custodial accounts, for those employees requesting such<br>purchases or contributions, and (c) termination of the amendment<br>to employment contract | *c |
| N1    | - | Academic Employees, Community Services Classes  | *c |

# **SPECIAL**

- |    |   |   |  |
|----|---|---|--|
| S1 | - | Recommend Adopting an Amendment to the Collective Bargaining<br>Agreement between the American Federation of Teachers Local<br>2121 and the San Francisco Community College District                      |  |
| S2 | - | Recommend Adopting an Amendment to the Collective Bargaining<br>Agreement between the Service Employees International Union<br>Local 790 and the San Francisco Community College District                 |  |
| S3 | - | Recommend Adopting an Amendment to the Collective Bargaining<br>Agreement between the San Francisco Building and Construction<br>Trade Council Unions and the San Francisco Community College<br>District |  |
| S4 | - | Recommend Adopting Amended Wage Rates and Other Terms<br>and Conditions of Employment for Unrepresented Classified<br>Management, Supervisory, and Confidential Employees for Fiscal<br>Year 2002-2003    |  |
| S5 | - | Adopting the San Francisco Community College District's Initial<br>Proposal to the Department Chairperson Council for a Successor<br>Collective Bargaining Agreement, After Public Comment                |  |
| S6 | - | Approval of new courses recommended by the College Curriculum<br>Committee (01/30/02 – 04/24/02)  |  |



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- S7 - Adopting the Report of the Public Meeting/Public Records Advisory Committee; Directing the Chancellor to Implement the Recommendations within the Report; Expressing Gratitude to Members of This Advisory Committee
- S8 - Recommended Salary and related terms and conditions of employment for Academic Management Employees for fiscal Year 2002-2003
- S9 - Approving Guidelines for the Independent Citizens' Bond Oversight Committee Formed Due to the Passage of Proposition A, the District's Bond Election

**Information only**

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

**Next Board Meeting Date:**

**AUGUST 29, 2002  
GOUGH STREET CAMPUS  
33 GOUGH STREET  
San Francisco**

10/15/2011

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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 27, 2002

RECOMMENDATION: B1

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr. Chancellor

Subject: GENERAL FUND

Approval of Special Services Contract Renewal  
With Angus-Hamer Networking  
(Resolution No. 020627 - B1)

## BACKGROUND INFORMATION:

Angus-Hamer Networking has been providing excellent network consulting services for City College since 1996, both in the area of operational technical consulting to the Information Technology Services Department (ITS) on the college's wide area network (WAN), and in designing and managing construction of the college's new network infrastructure. The fiber backbone for the Ocean campus has been completed, with all major buildings connected. The building wiring project for the Ocean Campus began in the Spring 2000 semester, and currently all classrooms and offices are wired for voice, data and video. The building wiring project for City College's other neighborhood campuses began in February 2001 and currently all campuses, except John Adams (which is in progress) have been wired for voice, data and video. Out of the prior 1997 Bond and for the infrastructure project referenced above, over the last two years Angus-Hamer provided technical/consultant/engineering services at the level of \$979,380 (00-01) and \$589,170 (01-02) respectively, in addition to operational consulting services. These costs have now been eliminated because this phase of the Technology Conversion Project is over.

This resolution continues the contract with Angus-Hamer Networking to provide on-going operational technical support in the areas of firewall security, as well as troubleshooting all network, server, and network management issues. These security services are critical for ensuring that outside hackers cannot view or manipulate confidential data, and for maximizing the efficiency and effectiveness of our hardware. The ITS department contracts for these services because such expertise is not available within its own resources and is only required periodically. ITS has spent approximately \$101,000 for Angus-Hamer's operational consulting services during both of the past two fiscal years. The ITS Department's general fund budget will pay for the cost of the contract for operational support, at a cost not to exceed \$101,000 for the period from July 1, 2002 through June 30, 2003.

6/27/02 - B1 page 1

## BOARD OF TRUSTEES

RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG

DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • RICHARD CANTORA, STUDENT TRUSTEE

DR. PHILIP R. DAY, JR., CHANCELLOR



**RECOMMENDATION:**

**RESOLVED:** That authorization is hereby given to contract with Argus-Hamer Networking to provide operational technical support of the College's network at a cost not to exceed \$101,000 for the period from July 1, 2002 through June 30, 2003, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

**Peter Goldstein, Originator**  
**With Douglas Re, Originator**

**Scope of Work for Angus-Hamer Networking Inc.**  
**At City College of San Francisco**  
**July 1, 2002 - June 30, 2003**

Angus-Hamer Networking will provide technical assistance to CCSF Information Technology Services in the operation of the current network system and deployment of new and enhanced network tools and services.

**Scope of Work**

Under the direction of CCSF Information Technology Services Network and Systems Managers, Angus-Hamer staff will provide technical assistance in the UNIX, networking and Wintel server (NT, Windows 2000) technologies. This assistance is focused on key project areas and system migrations necessary to maintain the uptime, supportability and performance of the CCSF network.

As required, the technical assistance will take place during scheduled onsite visits to CCSF, through remote network connectivity, during telephone/email communication, or as off-site project work. CCSF ITS will identify ITS staff to work with Angus-Hamer technicians in the requirements definition, development and implementation phases of all project work.

As dictated by each specific project, Angus-Hamer will assign staff with the appropriate technical background and experience. For continuity, Angus-Hamer intends to assign staff who have work with CCSF in previous projects; however, Angus-Hamer will be flexible in assigning new specialists to accommodate the changing ITS project requirements.

During the delivery of these services, Angus-Hamer consultants will report to either Doug Re, ITS Systems Manager, or Tim Ryan, ITS Network Manager, for status updates and direction. Deliverables will be presented to these managers as appropriate for each project area. Angus-Hamer will work under the direction of CCSF ITS management and in conjunction with CCSF ITS staff to set project timelines and achieve a smooth and robust transition for each migration project.

**Objectives and Tasks**

1. Firewall Migration - To ensure the successful migration of the CCSF ITS Firewall from its current Raptor/HP platform to the new Nokia/Checkpoint system.

**Tasks:**

- a) Review the architecture of the new Firewall solution.

- b) Analyze and document current Raptor Firewall rule sets.
- c) Convert Raptor Firewall rule sets to Checkpoint environment.
- d) Customize the Checkpoint environment for CCSF security and operational needs.
- e) Implement a simulation test lab for prototype testing of the new firewall environment.
- f) Cutover new Checkpoint system, with onsite cut coverage for response to immediate issues.
- g) Provide performance review of new Checkpoint system under CCSF production load. Ensure that the new system configuration is appropriately modified for optimal performance.
- h) Document the new Checkpoint Firewall environment.

**Deliverables:**

- New Checkpoint firewall system installed, configured and running at its optimum.
- Raptor Firewall off-line.
- New Firewall system configuration documented.

**2. Windows 2000 Migration** - Angus-Hamer Networking will provide technical resources in the planning and migration to Windows 2000.

**Tasks:**

- a) Architecture planning and refinement of the domain model for the Windows 2000 migration. Review of current NT domain model across all campuses. Design of new domain(s) reflecting the CCSF organization work purpose, communications requirements, and security.
- b) Review of Directory Services Structures (AD, LDAP, NDS, etc.), their applicability to CCSF.
- c) Review and testing of interoperability and compatibility with non-Microsoft DNS and directory servers.
- d) Formulation of detailed technical architecture, including server purpose, technical components, application services and location.
- e) Review of detailed architecture with CCSF ITS staff.
- f) Migration of CCSF servers to new domain/services model, including cut coverage.
- g) Performance monitoring of new servers.
- h) Documentation of Servers and architecture

**Deliverables:**

- Domain Design documents
- Servers configured and installed
- Documentation of new Windows 2000 environment.

3. Network Tools Enhancements - Angus-Hamer will work as directed to enhance and optimize the CCSF ITS network environment.

**Tasks:**

- a) The specific project areas will be identified by CCSF ITS Management. Project areas may include:
  - i. DNS and DHCP
  - ii. HP OpenView
  - iii. MRTG and NetSaint monitoring tools
  - iv. HP switch and cisco router operation

**Deliverables:**

- a) Detailed deliverables will be defined as projects are identified.



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## *Company Profile*

Angus-Hamer, Incorporated is a Northern California based network consulting firm. Angus-Hamer was incorporated in California on January 1, 1996. We specialize in implementing TCP/IP Networks and Internet/Intranet Information Services. Angus-Hamer Networking was started by former Hewlett-Packard Network Consultants and Software Engineers to meet market demand for network integration services. Averaging over 24 successful years of information technology experience, our partners provide and manage a wide variety of network related consulting services ranging from management consulting, project management, network requirements analysis, design, and detailed implementation services. Our customers range from educational institutions, electronics industry, health marketing, financial, and various government agencies.

Angus-Hamer is organized around and focuses on two separate, but related consulting product lines:

1. Network, Systems, and Security Consulting including:
  - General Network Operating Systems (Unix, Microsoft, and Novell) Planning, Design, Implementation and Maintenance. Angus-Hamer has Unix, Novell, and Microsoft-certified engineers on staff.
  - Data Network Security (security auditing, firewalls, intrusion detection, authentication, penetration testing, etc.) planning, design, implementation, and maintenance services.
  - Internet Information Services (DNS, E-Mail, WWW, etc.) planning, design, implementation, and maintenance services.
  - Data Network Electronics (LAN and WAN) Planning, Design, and Implementation Services.
2. Intelligent Building Planning, Design, and Implementation Management Services for Voice, Video, Data Systems, Fire Alarm, Intrusion Detection, and other low voltage communications systems. Angus-Hamer has three Registered Communications Distribution Designers (RCDD) and a National Institute for Certifications in Engineering Technologies (NICET) Level 4 Designer on staff.

Angus-Hamer has a diverse customer base and has extensive experience providing network consulting solutions to commercial, government, banking, and educational customers. Our office is located the Sacramento area. We have completed many successful consulting projects in the Sacramento Region, the San Francisco Bay Area, and Rural Counties throughout Northern California.

### **Demographics:**

Customers: Sacramento valley based with significant customers in the San Francisco Bay Area.  
Employees: ~ 25

For over 26 years, Chuck Hamer has devoted his energies to the field of data communications and computer networking. Chuck has worked in all aspects of planning, designing, and implementing computer networks. He has worked successfully in both end-user and vendor organizations in multiple roles, most recently as senior technical consultant in Hewlett-Packard's (HP) Enterprise Networking Products group at HP's Roseville Networks Division and then as network consultant with HP's Professional Services Organization. In January, 1996, Chuck formed Angus-Hamer, a company specializing in Network Planning, Design, and Implementation services with his partner Larry Angus, a former senior network consultant with Hewlett-Packard.

From 1989 to 1994 Chuck worked as a top ranked engineer supporting and promoting HP's Enterprise Networking Products. Chuck developed HP's Branch Office Routing Strategy and articulated the requirements for component products necessary to deliver on the strategy. He developed numerous application notes to help users improve performance, increase reliability, and lower the costs of enterprise networks. Chuck was the main presenter for several of HP's world-wide networking teleclasses both for internal as well as for customer audiences. Chuck also developed and delivered technical presentations for HP's world-wide Network Consulting Seminars and was a frequent technical presenter at HP's training courses. Chuck designed, developed and taught HP's Router Class and provided much of the follow-on course material.

As a senior technical consultant, Chuck frequently worked with HP customers and HP network consultants on aspects of network design and implementation. Some of the customers with whom Chuck consulted include:

- State Farm Insurance
- Tokyo Marine and Fire Insurance (Japan's largest insurance company)
- Grupo Abacco (Mexico's seventh largest bank)

In early 1995 Chuck accepted a position as a network consultant with HP's Professional Services Organization to provide technical consulting services to HP customers in the areas of wide area network design, internet services and security. In this capacity, several of Chuck's recent projects include:

- The development of a TCP/IP network design for a large Sacramento School District utilizing OSPF, a leading edge routing protocol, to alleviate IP address depletion.
- An Internet firewall proof of concept and DNS design for Levi Strauss and Company to facilitate corporate wide internet access.
- The implementation of World Wide Web services and dial-up services for the Los Rios Community College District, one of the largest community college districts in the state of California.

Chuck holds a Bachelor of Arts degree in Economics from the University of California, Berkeley. Chuck has also attended many additional college level and professional development courses on computer and networking topics.



Joshua Koch has over 8 years of project management, network implementation and network maintenance for a variety of commercial, government, and educational customers with Angus Hamer. Joshua is a senior NT Consultant for Angus-Hamer and acts as coach and advisor for other consultants. Joshua is also responsible for implementation and maintenance of security firewalls and web filtering systems.

Prior to working for Angus-Hamer, Joshua worked as a Consulting Systems Engineer for MicroAge Software Centre and Intel Corporation, specializing in Network Integration, Hardware Implementation, Design and Configuration, and Upgrades. Being the lead engineer for their Associate and Senior Engineers, Joshua assisted in large scale user migrations from NetWare to Windows NT servers.

Joshua holds an associate degree in integrated electronics from Sierra College and is in pursuit of a Bachelor of Science degree in Computer Information Systems at University of Phoenix. Joshua also holds certifications for Microsoft (MCSE+I) for NT 4.0 and Windows 2000, Novell (CNA 4.1 and 4.11), Compaq (ASE) and Cisco (CCNA), and is currently working on a Cisco (CCNP) certification.

Some of Joshua's recent network projects include:

- 1) Developing a master plan for ATM, Frame Relay and DSL implementation for Sacramento Blood Bank, including the physical implementation and verification of connectivity, and
- 2) Active directory master planning, design and conceptual testing for City College of San Francisco. The project is currently going into the implementation phase.

Additional consulting engagements completed by Joshua Koch are:

- Safe Credit Union, Sacramento, Security audit
- Tag Aviation, San Francisco, Firewall implementation
- City of San Jose / San Jose State University Joint Library Project - Active Directory Design
- Monterey Peninsula College, Network Support
- Tuolumne County, Network Support
- Silicon Valley Power, Network Support

Specific Business references available upon request

Larry Angus has over 26 years of successful management and technical experience implementing information technology solutions for customers. Since 1986 Larry has focused on communications systems management, planning, design, and implementation. In January 1996, Larry formed Angus-Hamer, a company specializing in Information Systems Management Consulting, and Communications Systems Planning, Design and Implementation, with his partner Chuck Hamer, a former network consultant with Hewlett-Packard. Larry also provides specialized data center management, network project management and technical services management for complex project implementations.

Prior to starting Angus-Hamer, Larry provided eight years of service as a top ranked senior consultant for Hewlett-Packard Company where he delivered many successful Information Technology and Network Consulting projects throughout the Western United States and Canada. Larry's private sector experience is complemented by over 12 years of experience in education, local government, and federal government where he provided information processing solutions that included project management, network design, network management, computer operations management, capacity management, systems management, application systems development and data center management.

Larry holds a Bachelor of Science degree in Management Sciences from Golden Gate University, Associate of Science degree in Computer Programming from Solano Community College, and a California Community College Instructor Credential (Life). Larry has been an Adjunct Computer Science Instructor since 1981.

Several of Larry's recent network projects include: 1) the development of a network master plan which encompassed a detailed requirements analysis, an architectural network design, organizational assessment, strategic planning, and implementation planning for one of the largest community college districts in California, 2) a detailed design of complex fiber optics enterprise-wide network backbones that support administrative, transaction processing, and process control systems for a large paper products company, 3) the development of a county-wide connectivity strategy, along with multiple follow-on implementations to provide end-user connectivity for a large data processing facility in California.

Additional consulting engagements completed by Larry Angus are:

- Access Health Marketing, Requirements Analysis and Network Design
- City of San Jose / San Jose State University Joint Library Project - Network Design
- Solano County District Attorney, Systems and Design Consulting
- Cardinal Health, Network Troubleshooting
- City of Roseville, California, Fiber Optics Network Backbone
- Solano County Sheriff's Department, Systems and Design Consulting
- Reno Sparks Visitors and Convention Authority, Technical Services
- San Juan School District , Network Design & Implementation

Specific Business references available upon request

Angus-Hamer, Incorporated  
6371 Auburn Boulevard  
Citrus Heights, CA 95621  
Tel 916.725.4000 Fax 916.725.2802

 **ANGUS-HAMER**  
*Networking*



**Qualifications:**

Implementation, installation, configuration, and maintenance of DOS, Netware, UNIX (HPUX, Linux, Solaris, and Irix), and Windows (3.11, NT Server and Workstation, 2000, and 95) operating systems. Maintenance and configuration experience in VMS.

Implementation, installation, maintenance and configuration experience with Cisco, Motorola, and Ascend routers.

Installation, maintenance, and configuration experience with Raptor Firewall software on all platforms.

Installation, maintenance, and configuration experience with Apache Web Server.

Installation, maintenance, and configuration experience with Web Trends reporting software.

Installation, maintenance, and configuration experience with INN News Server Software.

Installation, maintenance, and configuration experience with Hewlett Packard's Omniback backup software.

Installation, maintenance, and configuration experience with Hewlett Packard's Node Manager software.

Routing protocol experience with RIP and BGP.

Protocol implementation and maintenance experience including IPX/SPX, TCP/IP, SNMP, SMTP, NETBEUI, HTTP, and ARP. I also have installation, configuration, and maintenance experience with DNS including Dynamic DNS.

Experience troubleshooting routing table and bandwidth problems using software protocol analyzers.

Remote communications and wide area networking implementation, installation, configuration, and maintenance experience.

Implementation, installation, configuration, and maintenance of corporate e-mail and network fax server systems.

Analysis and programming skills in Pascal, C, Cobol, Assembly, Basic, Fortran, and dBASE languages.

Application installation, training, and operating experience in Word Perfect, Lotus 1-2-3, Microsoft Office '97 Professional Suite, dBASE, and Quatro Pro.

Corporate accounting/manufacturing system justification, implementation, installation, configuration, and maintenance experience including Platinum, Infimacs, and Man/Man.

## Experience:

Company: Angus-Hamer Incorporated  
Sacramento, California 95838

Position: Senior Consultant

Tenure: March 1999 to Present

Duties: Senior Consultant responsible for network integration for NT and Unix operating environments. Also responsible for Linux, Sun Microsystems and BSDI Unix implementation. Manages complex routed and switched network environments. Senior firewall and security implementor.

Company: Ebara Technoliges Incorporated  
Sacramento, California 95838

Position: Directory of M.I.S. / Network Administrator

Tenure: June 1989 – March 1999

Duties: Responsible for justifying, purchasing, implementing, installing, configuring, and maintaining computer systems and peripherals for all offices of Ebara Technologies. Currently maintaining and expanding an 150 station network in Sacramento which is comprised of Unix Workstations, Windows 95 and NT Workstation PC's, Netware 4.1 server and a NT Server PC running Microsoft Exchange Server. Also assisting in the Netware and Unix side of a 100 station network at our sister company (Ebara International) in Sparks, Nevada. Smaller networks installed in Milpitas CA, Austin TX, Bethel CT, and Manassas VA are also part of my responsibility.

Company: Nolte and Associates  
Sacramento, California

Position: Programmer/Analyst

Tenure: June 1988 - May 1989

Duties: Analyzing user requirements for custom programs and writing, implementing, installing, and maintaining those programs.

**Education:**

High School Diploma, Foothill High School, Sacramento, California

Associate of Science in Computer Science, Heald Business College, Sacramento, California

Microsoft Certified Systems Engineer

Radware training

Cisco Advanced Networking

Axent Defender training



Wendy Pinos has over 18 years of successful experience implementing information technology solutions for customers. Wendy is experienced in all aspects of network consulting, including network design and architecture, cost justification, project implementation and management, operations, network management and problem isolation. Wendy has completed many successful network consulting engagements for a wide variety of customers in government, education, telecommunications and private enterprise.

As a seasoned consultant, Wendy is extremely knowledgeable in current and emerging technologies such as 10BaseT, Fast Ethernet, FDDI, frame relay, broadband access, ATM and ethernet switching. With operational experience in routers, hubs, bridges, repeaters, gateways and various other network elements, Wendy adds a real-life perspective to her consulting work at clients. Wendy's expertise in the design and implementation of network operating systems includes NetWare, LAN Manager, LM/X, NT, AppleTalk, NFS and Banyan. In the electronic mail field, Wendy has assisted many customers in the integration of PC LAN mail systems (cc:Mail, Microsoft Mail, Word Perfect Office) with host-based mail systems and standards including HP OpenMail, UNIX Mail and X.400.

Wendy's clients are always impressed with her broad technical depth and her unique ability to apply the technologies to meet the clients' business needs. Wendy has a natural talent in being able to communicate at all business levels, whether it be a business justification to the CIO, right down to the technical details with the implementation staff. Known as a "make-it-happen" person, Wendy can bring teams of external and internal resources together to commit expertise and resources for on-time delivery of network services. After the design and implementation, Wendy's experience is often put to use in the structuring and selection of network operations teams and processes. At one client, Wendy was engaged for over a year as the Network Operations Manager, to run an operations team supporting a 24x7 enterprise-wide network spanning the continental U.S. Achieving an averaged 97% uptime, while undergoing continuous expansion, Wendy was able to manage a very small support team that maintained outstanding performance and reliability for the mission-critical network communication services. After engagement completion, Wendy's clients often continue to engage her on an ongoing basis as a trusted advisor for general network issues and concerns. Her support and counsel are greatly valued and respected.

Wendy has a Bachelor of Science in Physics and a Masters of Science in Medical Science, both from the University of Toronto. To remain current, Wendy regularly attends seminars and training classes in network and electronic mail technologies.

Specific Business references available upon request



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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 27, 2002 **B2**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GENERAL FUND**  
**Approval of Special Services Agreement**  
**With SCT Corporation**  
**(Resolution No: 020627-B2)**

## BACKGROUND INFORMATION:

City College of San Francisco entered into a contract with SCT Corporation to purchase their Banner administrative software application for finance and human resources in June 1993. By July 1994, the College was in production with the finance module. Subsequently, the financial aid and student modules were purchased. In November 1997, the student module was ready for registering of students for Spring 1998. In Fall 1998, the financial aid module came on-line. During July 1999, the last piece of Banner Payroll was fully implemented, thereby reducing the College's annual payment to the City for payroll services by \$500,000 per year. In addition, the College has implemented the Banner "Web For" products. Now all of the College's major administrative systems are on Banner software.

As with all areas of technology, Banner software is being upgraded by SCT on a regular basis to provide new functionality and to keep technologically current. Securing training services directly from SCT in the past has enabled the College to progress smoothly through Banner's various iterations. In fact, virtually all colleges that use Banner enter into similar contracts for these critical training services. The services of SCT consultants will be needed once again to train district staff on new functionality as well as to provide assistance with implementing the new functionality contained in Banner 5.4 which will be implemented during the new fiscal year. This resolution authorizes establishing a special services agreement with SCT for such consulting services.

Actual approved level of usage for SCT consulting services totaled \$83,000 during fiscal year 2000-2001 and \$88,000 during fiscal year 2001-2002. The ITS Department will use its general fund budget to pay for these services during fiscal year 2002-2003 at a total cost not to exceed \$50,000.

6/27/02 – B2 page 1

### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to establish a special services agreement with SCT Corporation for consulting services from July 1, 2002 through June 30, 2003 for a cost not to exceed \$50,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator  
Douglas Re, Originator

**SCOPE OF WORK  
FOR  
SCT SOFTWARE & RESOURCE MANAGEMENT CORP.  
AT  
CITY COLLEGE OF SAN FRANCISCO  
JULY 1, 2002 TO JUNE 30, 2003**

**Summary**

This agreement reflects the scope of work planned and assigned by the General Manager of Information Technology (or designee) to SCT Software & Resource Management Corp. for the duration of the period indicated. The General Manager or designee as needed and appropriate may assign additional tasks.

**Scope of Work**

**Objectives and Tasks**

Provide on-call support for technical troubleshooting of Banner problems.

**Tasks:**

Provide on-call support in the following areas

- Banner upgrades.
- Implementation of internet native Banner
- Database corruption issues
- Specialized integration of CCSF & Banner requirements.







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 27, 2002 **B3**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GENERAL FUND**  
**Approval of Special Services Contract Renewal**  
**With Strata Information Group (SIG)**  
**(Resolution No: 020627-B3)**

## BACKGROUND INFORMATION:

Strata Information Group (SIG) has been providing critical specialized technical support services for City College related to the implementation of the SCT/Banner administrative information systems since June 1996, specifically focusing on the Banner Student and Financial Aid modules. The Banner Student module has been in production since Spring 1998 and the Financial Aid module since Fall 1998. During the 1998-99 fiscal year, SIG provided the technical expertise needed to create a more stable operating environment. During the Summer and Fall of 1999, SIG led the College in a successful migration of the entire Banner system from Release level 2.1 to the Year 2000 compliant Banner release 3.1. During the Summer and Fall of 2000, SIG provided project management and technical leadership to complete the major upgrade to Banner release 4.0 which uses a "point and click" graphical user interface to simplify use. During the Spring of 2001, SIG assisted with the implementation of The "Banner Web For" products, which were authorized by Board Resolution 990923-B1. In addition to registering for classes, the "Web For" products provide faculty and staff access via a web browser to a variety of payroll, leave accounting information, as well as other financial data. "Web For" allows students to apply for admission, register for classes, pay fees and review their academic history via the web. During the Fall of 2001 and Spring of 2002, SIG assisted with the migration to Banner 5.0.

ITS needs to contract with SIG for programming expertise for customizing Banner, and for training ITS staff. This will allow ITS to take over more and more of the programming associated with Banner and thereby continue to make progress toward its goal of becoming self-reliant in this area.

Actual expenditures for SIG consulting services totaled \$412,500 during fiscal year 2000-2001 and \$386,000 during fiscal year 2001-2002. The ITS department will continue to reduce its dependence on SIG during fiscal year 2002-2003 as it becomes more self-reliant in its own programming staff. ITS will use its general fund

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### BOARD OF TRUSTEES

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DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • RICHARD CANTORA, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR

budget to pay for SIG's services during fiscal year 2002-2003 at a total cost not to exceed \$240,000, or approximately 42% less than the contract amount for fiscal year 2000-2001.

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to contract with Strata Information Group (SIG) to provide technical consulting to the programming unit of the ITS Department for period from July 1, 2002 through June 30, 2003 for a total contract cost not to exceed \$ 240,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator  
Douglas Re, Originator

**SCOPE OF WORK  
FOR  
STRATA INFORMATION GROUP (SIG)  
AT  
CITY COLLEGE OF SAN FRANCISCO  
JULY 1, 2002 TO JUNE 30, 2003**

**Summary**

This agreement reflects the scope of work planned and assigned by the Director of Information Technology (or designee) to Strata Information Group, Inc. for the duration of the period indicated. The Director or designee as needed and appropriate may assign additional tasks.

**Scope of Work**

**Objectives and Tasks**

1. Management Activities – Provide technical and management leadership for various high level college-wide administrative and strategic technology projects.

**Tasks:**

- a. Provide oversight for coordination, development and implementation of the college wide Document Imaging initiative.
- b. Assist in the development of the operational plan to complete the implementation of the Identification Card initiative.
- c. Provide management and coordination assistance for the Administrative Applications group.
- d. Provide guidance and assistance in the overall Strategic Planning process for the IS department.
- e. Develop and enhance the management and leadership skills of the IS management team members, as assigned.

**Deliverables:**

- Evaluation and selection of a Document Imaging company and an operational project plan for implementation.
- Completion of an operational plan to implement the Identification Card Project.
- Implement an improved organizational plan for the administrative programming group.

2. Provide technical management and programming assistance for a variety of identified technology projects.

**Tasks:**

- a. Web For Faculty Grading Project



- b. Internet Native Banner Implementation
- c. Desktop Reporting (Simplified Data Access) SDA
- d. Academic History
- e. Progress Probation
- f. Waitlist Function Enhancements
- g. Waitlist Function Design Changes
- h. Technical Web Support
- i. Student Tracking
- j. Student Testing/Assessment
- k. Educational Plan/Degree Audit Solution

**Deliverables:**

- Workshop for faculty to utilize Web Grading function during the Fall 2002 Flex training days
- Project Plan to implement the Internet Native Banner solution
- Complete Academic History review project, with recommendations for improvement implemented.
- Complete the progress probation design and programming improvements.
- Evaluation of the educational plan and degree audit available options and recommendations for an implementation strategy.
- Completion of an assessment of the waitlist capabilities in Banner and a design document to provide a solution for the college.
- Evaluation of the student tacking and assessment capabilities in Banner and a design document to provide options and a solution for the college.
- Completion of the training and rollout plan for providing SDA Desktop Reporting to Banner users.

[Company](#) [Mission](#) [Services](#) [Careers](#) [Clients](#) [Experience](#) [Contacts](#) [Home](#)

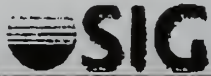
## SIG Overview

Strata Information Group, Inc. (SIG) is a California corporation based in San Diego and was founded in 1987. SIG's primary objective is to assist colleges and universities in managing information technology to better serve students, faculty and staff.

SIG provides a wide-range of IT services which include providing assistance with the selection and procurement processes for new hardware systems and applications software, offering project management services related to the implementation of administrative applications and instructional technology delivery/support systems used by colleges and universities, developing strategic technology plans and providing outsourced IT management. SIG personnel are experienced professionals who possess unique skills and abilities to serve our clients. The SIG team has been providing quality services to higher education for more than 14 years.

We are assisting clients to successfully implement products from Bi-Tech, Datatel, PeopleSoft, SAP, SCT and other widely installed administrative systems. If you are considering the procurement of new administrative information systems - consider SIG!

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## SIG Mission Statement

At SIG our mission is to support the effort of colleges and universities to manage information technology to improve services to faculty, staff and students. Our highly knowledgeable and experienced team of professionals provides exceptional consulting and management services enabling institutions to cost-effectively attain their IT objectives. In addition, SIG is recognized for providing a collegial work environment for its workforce enabling them and the company to be successful.

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## **Strata Information Group (SIG)**

### **Personnel Profiles**

#### **Conrad Rex Garner, Jr., Senior Consultant**

##### **General Background:**

- Over twenty years experience in computing and information systems
- Eighteen years experience in the computing systems of colleges and universities
- Experienced and knowledgeable in the application of technology to serve user needs
- Knowledgeable of current, state-of-the-art hardware and software
- Experienced consultant and system implementer

##### **Specific Experience:**

Serving as SIG's project manager for implementation of the SCT Banner system in a client/server environment for the City College of San Francisco. Manage the procurement process for kiosk, interactive voice response and World Wide Web systems. Provide on-site SIG management of the College's technical services staff.

Serving as SIG's project leader for various technical projects at the Grossmont-Cuyamaca Community College District.

Served as regional manager for a national firm, managing a professional staff of fourteen consultants/technical resources. Managed a complex technical project at a major university. Clients included Tennessee Board of Regents, Auburn University, University of Northern Alabama, Kent State University, Alabama Institute for Deaf and Blind, Howard University and University of Alabama.

Served as development manager for a national software company, managing the team responsible for developing the Human Resource System (HRS) for the Cullinet Integrated Data Base Management System (IDMS). The original base of five schools grew to over 25 during a three-year period. Clients included Tufts University, University of Florida, Southern Illinois University, University of Alaska and Northern Colorado University.

#### **Frank Vaskelis, Partner**

##### **General Background:**

- Twenty-five years experience in the computing and information systems of colleges and universities
- Eighteen years experience in the computing systems of California community colleges



- Experienced in the management of information technology services for colleges and universities
- Extensive technical expertise in telecommunications, network design, database administration and design, operating systems, web systems administration and management, and library information systems

### **Specific Experience:**

Serving as the Chief Information Systems Officer for the SIG management services contract with the San Mateo County Community College District.

Managing partner for the SIG project to implement the SCT Banner student administrative system at the City College of San Francisco.

Managing partner for the SIG project to implement library systems at the Peninsula Library System, a consortium of public and academic libraries.

Served as SIG's managing partner for a specialized technology project to implement a web-based virtual union catalog for the Silicon Valley Library System.

Managed the SIG project to implement the SCT Banner systems at the San Mateo County Community College District which included the installation of new hardware, software and network, and financial, student, financial aid and human resources information systems.

Managed the SIG facilities management contract with Children's Hospital of Los Angeles.

Managed several facilities management projects for a national information resources management company at the following: Riverside Community College District, San Diego Community College District and Houston Community College System.

## **Roger Waite, Senior Consultant**

### **General Background:**

- Twelve years in higher education
- Five years experience in information technology management
- Extensive experience with the five major Banner modules
- Self-motivated, able to set effective priorities to achieve immediate and long term goals and meet operational deadlines.
- Effective team-builder with strong leadership skills and proven track record at setting and achieving realistic goals for self and others.
- Adept at managing multiple simultaneous projects/work responsibility areas
- Excellent organizational and communication skills.

### **Specific Experience:**

Working on a number of SIG projects to optimize Banner implementation. Current assignments include Whittier College, North Orange County Community College District and Ventura County Community College District.

Served as Associate Director of Computing and Telecommunications at the University of Portland.

- Advised the Associate Vice President for Computing and Telecommunications on networking, hardware and software issues and performed the duties of Administrative Systems Manager.
- Implemented Banner Web for Student, Web for Admissions and Web for Faculty. Instrumental in the selection of Campus Pipeline.
- Also served as Director Computing and Telecommunications, managing a staff of 16 professionals and 60+ student employees.
- Also served as Manager of Database Applications and managed the implementation of all five Banner Baseline Modules.

#### **Education:**

*University of Portland*

MBA, Computer applications emphasis

BBA, Business Computer Systems

#### **Marilyn J. Anderson, Senior Consultant**

#### **General Background:**

- Eighteen years experience in the computing and information systems of colleges and universities
- Experienced in the SCT Banner information systems
- Experienced and knowledgeable in the application of technology to serve user needs
- Experienced and knowledgeable in the area of student and human resources information systems
- Experienced in analyzing and managing the development of custom software systems
- Experienced in programming and project management
- Experienced in the implementation of information systems
- Experienced project manager/leader, user consultant, and technical support
- Skilled the implementation of SCT Banner information systems

#### **Specific Experience:**

Providing support for the SIG project to implement the SCT Banner student and human resources systems for the Ventura County Community College District and City College of San Francisco.

Serving as systems software/application analyst at Oregon Health Sciences University. Responsible primarily for support of SCT Banner products by designing, analyzing, coding, testing, maintaining, and working with clients to create

applications. Also responsible for training new programmers, and working with clients on troubleshooting and resolving problems.

Served as Programming Supervisor at Oregon Health Sciences University, supervising up to six programmers. Trained the programming staff in COBOL, MVS 370 JCL, and CONDOR. Reviewed and assisted in the selection of various software purchases. Other primary responsibility was programming, including the analysis and design of new and existing applications.

Served as supervisor and programmer at a manufacturing firm. Responsible for design, analysis, coding, testing, and documentation.

## **Howard Thompson, Senior Consultant**

### **General Background:**

- Fifteen years experience in computing and information systems
- Eight years experience in Higher Education at Portland Community College and Portland State University
- Eight years experience in the implementation of Banner systems – with specific expertise in Student and Financial Aid.
- Experienced Project Manager

### **Specific Experience:**

Leading the Banner Student project at the Oregon Health Sciences University for SIG. Providing consulting for Banner projects at Mills College, San Mateo County CCD, Loyola Marymount University and Ventura County CCD.

Served as Director of Information Systems at Portland State University.

- Responsibilities included project management of all administrative systems projects including major upgrades of the Banner™ administrative systems.
- Led RFP effort and selection of Interactive Voice Response System.
- Led University Administrative Priorities Committee and worked with constituent groups to establish IS plans for the institution.
- Developed and managed timelines for all administrative systems projects.
- Supervised staff of 16 IS professionals including 2 Systems Analyst / Managers; DBA and assistant, 13 Analyst Programmers. Managed budget of 1.3 million dollars.

Served as Information Systems Manager at Portland Community College.

- Responsible for development, implementation and maintenance of all administrative applications at the College.
- Chaired Information Systems Priorities Advisory Committee to establish long range IS plans for the college.
- Served as technical lead for original implementation of Banner™ Student and Financial Aid systems.
- Project manager for three major and numerous minor administrative systems upgrades; database upgrades and operating system upgrades.



- Managed group responsible for development and deployment of a system-wide data warehouse.
- Chaired RFP committee responsible for the purchase of a college-wide reporting tool (Brio™).
- Participated as a member of the Management Information Committee, a group of administrative and instructional administrators charged with identifying management information needs at the college.
- Chaired task force charged with integrating information from transactional system into data warehouse.
- Supervised staff of 10 responsible for support and maintenance and support of all administrative systems.

Served two years on SCT national advisory board.

Served as consultant at two colleges. Developed and wrote student system data conversion for Banner™ implementation at Cochise College in Arizona. Implemented security scheme for City College of San Francisco during Banner™ upgrade.



THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY  
530 SOUTH EAST ASIAN AVENUE  
CHICAGO, ILLINOIS 60607  
TEL: 773-936-5000  
FAX: 773-936-5001  
WWW: WWW.CHEM.UCHICAGO.EDU

RECEIVED  
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SUBJECT: [illegible]

TO: [illegible]  
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REFERENCE: [illegible]

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DATE: June 27, 2002

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: GENERAL FUND  
 Approval of Special Services and Advice (Other Services)  
 Authorization for four (4) Contract Modification  
 (Resolution No. 020627-B4)

## BACKGROUND INFORMATION:

ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	CONTRACT DATE	ORIGINAL TOTAL AMOUNT	CHANGE	NEW TOTAL NOT TO EXCEED	COMMENTS
A 980729-B3 990429-B2 000831-B1 010628-B3a	Omni Financial (Property Manager-proposed Mission Campus)	July 1, 2002-June 30, 2004	6% of gross/mo. approx. \$1147/mo.	Extend through June 30, 2004	N/A	Extend end date two years. <i>Originator: Stephen Herman</i>
B 990128-B2 990429-B2 000831-B1 010628-B3a	Myrna Lim, Realty Group (Property Manager-proposed Chinatown campus)	July 1, 2002-June 30, 2004	\$3500/mo. or 6% of gross, whichever is greater	Extend through June 30, 2004	N/A	Extend end date two years. <i>Originator: Stephen Herman</i>
C 000831-B5 010628-B3	Mason Tillman and Associates	July 1, 2001-June 30, 2002	\$80,000	Extend two months through Aug.31, 2002	No Change	Extend date two months. <i>Originator: Stephen Herman</i>
D 000622-B8 010628-B3	Development Institute	July 1, 2001-June 30, 2002	\$190,000	Increase total by \$15,000	\$205,000	Increase fees for additional technical assistance provided for support of proposed development activity associated with Talent Search, Title III, and Ford Foundation. <i>Originator: Peter Goldstein</i>

## RECOMMENDATION:

RESOLVED: That the Board authorizes the Specific amendment to the Resolution as indicated in the table, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 27, 2002

**B5**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GENERAL FUND**  
**Approval of Special Personnel Services with Development**  
**Institute**  
**(Resolution No. 020627-B5)**

**NOTE:** *FY 2003 Contract not to exceed current year's authorization \$190,000*

## BACKGROUND INFORMATION:

Development Institute, Inc. (DI) has been providing special services to the Chancellor and to various units of the City College of San Francisco since September 1998. In particular, the work of the principals of DI has been directed over the past four years to some of the most critical areas of college development, of which the following key projects are examples: guidance for the development and implementation of the integrated planning and budgeting system, the development of the institutional indicators assessment process, and the updated strategic plan process; guidance, planning, and coordinating of multiple projects in Information Technology Services including the Campus Wide Network Infrastructure Project and at least twenty other initiatives undertaken in ITS; the design and development of the enhanced self-study process as a joint venture between the Academic Senate and the Planning and Budgeting Council; the assessment of almost every major division and functional unit within the reorganized area of Student Development, including financial aid, counseling, testing/placement, etc, and leading to the development of initiatives for improvement and enhancement; support for the development of documents for the National Articulation and Transfer Network Project; and support for an endless stream of special assignments from the Chancellor and the Chancellor's Office.

It should be noted that DI has played a critical role in helping to implement the Chancellor's and Board's approved restructuring plan for Student Development and Information Services. In so doing, and given the current and continuing vacant positions in these areas (e.g., Dean of Counseling/Student Support Services at \$148,450 for salary and fringe benefits; Dean of EOPS/Financial Aid, also at \$148,450; and Associate Vice Chancellor for Information Services at \$156,250, salary and benefits) and the salary

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DR. PHILIP R. DAY, JR., CHANCELLOR



dollars associated with same (over \$450,000), we have always weighed (along with other factors) the direct commitment associated with the DI contract against the accrued and available savings on salaries and benefits overall.

## **CORPORATE PROFILE:**

DI was established in 1980 primarily as a firm providing managerial consulting for institutions of higher education, including all areas of management – executive management, governance, academic and student development, technology, and institutional advancement. This firm has provided consulting services and offered seminars to more than 150 institutions, achieving a reputation of distinction with such success that the firm has never advertised itself but has received repeated business due to satisfaction transmitted by word-of-mouth.

The co-founders, Dr. Denton Crews and Dr. Katherine German, have dedicated their careers to the mission of higher education. Prior to co-founding Development Institute, Dr. Crews was Dean and Professor of Management, Graduate School of Management, Lesley University, in Cambridge, Massachusetts. He began his career in 1959 on the faculty of the University of Maryland and subsequently served as field-work supervisor at Harvard Divinity School, executive director for a community action agency in Massachusetts, assistant to a community college president, and administrative assistant to a U.S. congressman. He holds the bachelor's degree from Lipscomb University, the master's degree from the University of Maryland, and the doctorate from the University of Massachusetts.

Dr. Katherine L. German has over seventeen years of experience as an educator and management consultant. Her immediate former position was Vice President for Academic Affairs at Endicott College. Previously, she held the position of Assistant Dean for Academic Affairs at North Shore Community College, located in Beverly, Massachusetts, where she also served as Professor of English, Division Chairperson, and Director of the Developmental Education Center. She has also taught English at undergraduate and graduate levels. Her degrees include: Ph.D., University of Illinois; C.A.S., Harvard University; M.Ed., Bowling Green State University; and B.A., Pennsylvania State University. Dr. German has designed academic and instructional programs, competency-based assessment programs, and professional development programs; delivered countless seminars focused on developing the creative side of the manager's potential; consulted for colleges, schools, and business; and written numerous proposals for funding. She is a diagnostician, a counselor, a teacher, a facilitator, and a writer.

## **WORK SCOPE SUMMARY:**

The Chancellor of City College, over the past twenty years as a chief executive officer, has relied upon the resources of DI, delegating a heavy workload of major assignments to its principals, Dr. Denton Crews and Dr. Katherine German. At City College, this work is mission-critical for the management, growth, development, effectiveness and efficiency of the institution. The services of DI to the Chancellor are inextricably tied to the managerial and workload requirements which the institution demands of the Chancellor's office and which can be met in no other way except through hiring additional high-level managers. Also, the "return" to the college in the amount of work done, its consistently successful results, and its impact on effectiveness and efficiency exceeds that of any comparable provider of such services.

This resolution continues the contract with DI to provide services to City College during 2002-2003 in several critical areas. The areas of responsibility, enumerated in the attached work scope, and are briefly summarized here:

- Providing strategic management for the technology effort at CCSF, including technology planning and development in all functional areas; the restructuring and modification of ITS for college-wide network service delivery; the implementation of management systems, policies, and procedures for the college wide network project and other areas of ITS; planning and monitoring WEB-based systems for student registration and other mission critical services); coordinating activities with staff and technology governance groups for ITS; and reviewing and negotiating contracts, as appropriate; ensuring the currency and success of an overall enterprise consuming \$14 million in annual operating budget and \$16 million of capital investment;
- Providing support and facilitation for purposes of continuing the planning and budgeting process coupled with documentation and institutionalization;
- Providing support oversight and facilitation for the college's strategic planning and annual planning process; and continued supporting of the updating and usage of the educational master plan and technology plan throughout the year;
- Providing support for a work processes assessment and re-engineering study to achieve cost-effectiveness and efficiency in selected areas of the college; and undertaking a savings assessment program throughout the college;
- Providing assistance in the on-going effort associated with the Department of Facilities Planning and its role in planning and managing the 2001 Prop. A Bond projects;
- Providing support for strengthening administrative practices in concert with the Vice Chancellors and the Administrative Council;



- Providing support and project leadership for the Vice Chancellor of Student Development during a year of development, renewal, and realignment of priorities and structures to improve the entire range of student services;
- Providing coordination and support for the enhanced self-study process, to be completed in 2003; and
- Continuing to provide support for a variety of special assignments upon request by and under the direct supervision of the Chancellor.

**RECOMMENDATION:**

**RESOLVED:** That the Chancellor, Vice Chancellor for Finance and Operations, and/or their designee are hereby authorized to contract with Development Institute, Inc., to provide consultation and special services to be defined by formal work scope for a period from July 1, 2002, through June 30, 2003, at a total contract cost not to exceed \$190,000, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator: Dr. Philip R. Day Jr.

**SCOPE OF WORK  
FOR  
DEVELOPMENT INSTITUTE, INC.  
AT  
CITY COLLEGE OF SAN FRANCISCO  
DURING  
JULY 1, 2002 TO JUNE 30, 2003**

**Summary**

This agreement reflects the scope of work planned and assigned by the Chancellor of City College of San Francisco to Development Institute, Inc. for the duration of the period indicated. Additional tasks may be assigned by the Chancellor as needed and appropriate.

**Scope of Work**

The scope of work described below is to be carried out under the direct supervision of the Chancellor of City College of San Francisco. For some aspects of this workscope, direction shall also be provided by the appropriate senior administrator of the college.

The scope of work consists of objectives to be accomplished and specific tasks to be carried out. It is the intention of the scope of work that the contractor will be responsible to carry out the tasks and ensure that the objectives are accomplished through regular communication with the Chancellor and the applicable senior administrator regarding progress, needed support for accomplishment, and review and modification of objectives and tasks when needed.

Deliverables have been identified for all objectives except Part A, 5-6, for which the deliverables cannot be identified in advance. The activities under Part A below are to be carried out by Dr. Denton Crews. The activities under Part B below are to be carried out by Dr. Katherine German.

**Part A: Objectives and Tasks**

1. To provide technical leadership and management support for college-wide *technology and telecommunications systems* development

**Tasks:**

- a) Facilitate leadership team meetings and supervise senior level staff for the management of ITS
- b) Provide oversight for coordination, development, and implementation of the college wide network and related network administrative activities development, including plans for new inter-campus connectivity
- c) Provide oversight for coordination, development, and implementation for the SCT-Banner project, including greater effective use of Banner capabilities, especially in HR and Finance, and implementation of additional modules/applications to support student development activities
- d) Provide oversight for planning, coordination, development, and growth of academic technology, including laboratories, multi-media classrooms, and inter-campus video capability



- e) Develop and implement new comprehensive technology plan
- f) Continue supporting a shared-governance structure for coordination and policy-development for information technology at CCSF
- g) Develop a plan for improved telephone services at CCSF and the organizational location for these services, implementing the results as appropriate
- h) Prepare operational plans for technology projects funded under the new bond initiative and enhanced management for these projects
- i) Review and develop a process for managing and producing internal and external MIS reports

**Deliverables:**

- Operationalized Management Team as executive leadership body
- Banner capabilities implemented
- Network infrastructure on schedule for inter-campus connectivity and application/appliance deployment
- Technology plan completed
- Telephone plan completed
- Bond priorities underway

2. To undertake *special assignments* for Chancellor, included but not limited to the following

**Tasks:**

- a) Provide assistance in developing and maintaining an effective cabinet support structure and communications among administrators of the college
- b) Provide assistance in reviewing and enhancing administrative practices at CCSF, including organizing and implementing of studies of business practices
- c) Provide assistance in reviewing and identifying cost-effective opportunities at CCSF
- d) Provide assistance in developing and implementing business process assessments, in conjunction the use of Banner applications, in selected areas of the college
- e) Provide assistance in strengthening the Facilities Planning Department and its role in managing the 2001 Proposition A Bond Projects

**Deliverables:**

- Administrative practices study completed
- Cost-effective opportunities identified
- Banner technologies incorporated into work practices

3. To assist the Chancellor in the development and implementation of the National Articulation and Transfer Network, with particular emphasis on the technology infrastructure for the project

**Tasks:**

- a) Develop organizational and management capability of NATN
- b) Assist in preparing proposals for funding, as needed
- c) Assist in the development and implementation of the technology support system in concern with the technology contractor

**Deliverables:**

- Proposals prepared and funded
- Web-based technology and hosting site operational

4. To assist the Chancellor in the completion of a **strategic planning process** for CCSF leading to the production of a Strategic Plan for 2002-2007

**Tasks:**

- a) Assist in facilitating the completion of the draft plan and the review process among the various stakeholders and constituencies
- b) Develop process for detailed version of strategic plan
- c) Assist in facilitating the planning of strategic directions and outcomes

**Deliverables:**

- Strategic planning process completed
- First draft of strategic plan completed and reviewed
- Final strategic planning documents completed

5. To document and institutionalize the *integrated planning and budgeting system* at CCSF

**Tasks:**

- a) Develop and implement a comprehensive guide for the integrated planning and budgeting system
- b) Assist in implementing the process for assessing institutional progress and performance indicators in concert with the Planning and Budgeting Council
- c) Assist in planning and implementing a modified annual planning and budgeting process
- d) Provide oversight for review and assessment of overall planning system

**Deliverables:**

- Comprehensive planning guide completed
- One cycle of modified annual planning and budgeting completed
- Planning system assessment report completed

6. To provide assistance in research and preparation of *special reports* for the Chancellor of the College
  - a) Provide support for the Chancellor's external and internal responsibilities as requested
  - b) Prepare materials for the Chancellor as requested

**Part B: Objectives and Tasks**

1. To provide assistance and oversight for the *implementation of the Enhanced Self-Study* (ESS) process, jointly sponsored by the Academic Senate and the Planning Budgeting Council under the direction of the Chancellor, leading to performance outcomes identified for student development, including retention rates, transfer rates, goal completion rates, graduation rates, and student satisfaction

**Tasks:**

- a) Facilitate the review of recommendations derived from the process
- b) Facilitate the follow-up and implementation process for approved recommendations
- c) Implement communication activities throughout the year
- d) Ensure the completion of reports for the project
- e) Initiate evaluations of the process, product, and impact of the enhanced self-study

**Deliverables:**

- Communication and awareness of ESS project
- Implementation plans and procedures for approved recommendations
- Report on implementation and evaluation of the ESS

2. To provide counterpart leadership and *support for the Vice Chancellor* of Student Development during the year of transition involving the planning and enhancement activities for all major components of Student Development

**Tasks:**

- a) Assist with the implementation of the divisional reorganization
- b) Assist in improving procedures for coordination and management of the Student Development area
- c) Identify critical issues in Student Development for resolution and follow-up with recommendations in collaboration with the Vice Chancellor
- d) Facilitate the design and implementation of professional development programs in conjunction with the Vice Chancellor
- e) Initiate a grants program seeking external funding to support the growth and development of the Student Development division

**Deliverables:**

- Reorganization documented and evaluated
- Identified issues and recommendations documented
- Assessment of impact completed
- Improvements in coordination and management evaluated
- Professional development programs documented and evaluated
- At least two grant applications developed and submitted

3. To assist with the implementation of a *student success program* derived from the Educational Planning Process and the Enhanced Self-Study and resulting in specific improvements in student development

**Tasks:**

- a) Review all available reports and plans reflecting student achievement, persistence, and completion with academic and student development leadership
- b) Facilitate the identification of major areas for improvement within the educational program
- c) Provide technical assistance for the redesign and restructuring of selected components of the educational program to ensure quality improvement
- d) Follow up on Title III application, as appropriate



**Deliverables:**

- Process for review and implementation of recommendations for improvement documented
- Redesign and restructuring of selected components accomplished and documented
- Assessment of impact completed

**Agreement**

The consultants are expected to be present on campus regularly to meet with the Chancellor, meet with and work with counterparts, participate in meetings, provide leadership and facilitation for tasks, prepare materials and reports, and perform related tasks. The consultants are also expected to allocate time when not on campus for research and preparation to carry out tasks and complete reports, confer by telephone and other means, and follow up with campus personnel to ensure coordination and implementation of tasks and accomplishment of objectives.

The contract for the above services is between City College of San Francisco and Development Institute, Inc. The policy for payment of fees and expenses of the consultant are contained in the attached document, *Rates and Invoicing Policy, Development Institute, Inc. (7-1-98)*.

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City College of San Francisco

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Development Institute, Inc.

Revised: 06-12-02



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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 27, 2002  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**B6**

**SUBJECT: GENERAL FUND**

**Authorization to Contract for Special Services—William H. Liskamm FAIA**

**(Resolution No. 020627-B6)**

**BACKGROUND INFORMATION:**

The District's initial contract with Mr. Liskamm was authorized by the Board of Trustees in July 1992, Resolution 920723-B7. This resolution is an authorization to contract with William H. Liskamm FAIA for Special Services and Advice to provide the District with various facilities planning services, for a total contract cost not to exceed \$15,000 for the period July 1, 2002, through June 30, 2003, billed at the hourly rate of \$100/hr.

The special services and advice provided by Mr. Liskamm will include specific facilities planning services to the Chancellor and/or his designated representatives, with regard to the following projects and efforts: meetings with Community and City representatives for planning Ocean Avenue Improvements; space planning for the South Reservoir site; preparation of physical planning documents as required by various City agencies; support of the Office of Facilities Planning in the preparation of Initial and Final Project Proposals as required by the State Chancellor's Office to support the District's requests for capital improvement funding; and other assignments given by the Chancellor as necessary. Mr. Liskamm shall report directly to the Chancellor and/or his designated representatives.

This contract will be charged to Appropriation No. U-0130-5190-6600-S.  
06/27/02 – B6 page 1

**BOARD OF TRUSTEES**

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DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • RICHARD CANTORA, STUDENT TRUSTEE  
DR. PHILIP R. DAY, JR., CHANCELLOR

**RECOMMENDATION:**

**RESOLVED:** That authorization be and is hereby given for approval to contract with William H. Liskamm FAIA for special services and advice to provide the District with various facilities planning services, for a total contract cost not to exceed \$15,000 for the period July 1, 2002, through June 30, 2003, and;

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator

w/ David Liggett

**William H. Liskamm, FAIA**

Architecture Environmental Planning

19 Olive Avenue  
San Rafael, CA 94901  
Phone & FAX (415) 453-3966

**E MAIL: BILLISKAMM@AOL.COM**

June 13, 2002

## **PROPOSAL TO PROVIDE CONSULTING SERVICES TO CITY COLLEGE OF SAN FRANCISCO**

### **Proposed Scope of Services**

1. Consultant will serve as liaison between the District and the City's *Building Better Neighborhoods 2002* program. Consultant will report to and advise the Chancellor and the Board on issues significant to the District regarding this program.
2. Consultant will continue in his role as liaison between the District and the Ocean Avenue Renaissance Committee. Consultant will report to and advise the Chancellor and the Board on issues significant to the District related to this Committee.
3. Consultant will serve as a resource to the District in the work of the District's Master Plan consultant team, and will help facilitate the community input process, with particular emphasis on Ocean Avenue and the Phelan Loop. Consultant will report to and advise the Chancellor and the Board on community issues significant to the District.
4. Consultant will continue to provide technical assistance (as needed) to the Department of Facilities Planning and to various shared governance committees related to facilities.

All work under this Scope of Services will be performed by William H. Liskamm.

### **Schedule:**

The term of this Scope of Services is FY 2002-03 (July 1, 2002 - June 30, 2003)

### **Cost:**

Costs for this Scope of Services are not to exceed \$15,000, based on the attached billing rates.



**William H. Liskamm, FAIA**

**Billing Rates - Attachment to Scope of Services June 13, 2002**

Payment for Consultant services under this Scope of Services shall not exceed \$15,000.00 (US), plus reimbursable expenses. Reimbursable expenses shall include xerox, postage, long distance telephone, printing costs and other costs upon prior approval of the District.

Consultant's billing rate will be \$100 per hour.

Consultant shall invoice District monthly for the work performed in the prior month that has been completed, plus reimbursable expenses.

District shall pay Consultant within 30 days of receipt of above invoices.

The professional practice of William H. Liskamm, FAIA is incorporated in the State of California.



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 27, 2002

**B7**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: CONTRACT**

Ratification of an Agreement with the Firm of Morgan, Lewis & Bockius, L.L.P. for the Providing of Legal Services in Areas Related to Project Labor Agreements or Project Stabilization Agreements.

**(RESOLUTION NO. 020627-B7)**

**BACKGROUND INFORMATION:**

By Board Resolution 011115-B33 (as attached), the Board delegated to the Chancellor the selection of a firm to provide specialized legal services for project labor agreements and related areas. The Chancellor and staff proceeded to review firm resumes and ultimately determined the firm of Morgan, Lewis & Bockius would be the best choice for the District.

**RECOMMENDATION:**

**RESOLVED:** That pursuant to Resolution 011115-B33, and Education Code Section 81655, the Board hereby ratifies the choice of the firm of Morgan, Lewis & Bockius, LLP, and ratifies the agreement with the firm to provide legal services in regards to Project Labor Agreements and/or related areas; with a beginning date of March 22, 2002; at a fee not to exceed \$380 per hour, and for necessary and reasonable travel, lodging, and related expenses, for a total not to exceed \$85,000.

**FURTHER BE IT RESOLVED:** that the Chancellor, Vice Chancellor of Finance and Administration, and/or other designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Ronald Lee, Originator

**BOARD OF TRUSTEES**

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DR. PHILIP R. DAY, JR., CHANCELLOR

**REPLACEMENT FOR B23**

Requires 2/3's vote of Board that there is a need to take immediate action and the need for this action came to the attention of the District subsequent to the posting of the agenda.

**B33**

**DATE:** November 15, 2001

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT:** Delegating to Administration the Selection of and the Entering into an Agreement with a Firm for the Providing of Legal Services In Areas Related to Project Labor Agreements or Project Stabilization Agreements, Beginning November 16, 2001, for Expenses and at a Rate Not to Exceed \$380 per hour, for a total not to exceed \$85,000.  
**RESOLUTION NO. 011115-B33**

**BACKGROUND INFORMATION:**

Through Resolution 011025-S3, the District has demonstrated its interest in the possibility of establishing a Project Labor Agreement (PLA). That resolution authorized the Chancellor/designee to select and retain a consultant for the purpose of evaluating and making recommendations for a consolidated labor relations program for the anticipated construction program of the District, including consideration of establishing a PLA.

The District expects such a consultant to develop a study, based on his/her review of numerous factors. However, based upon our research and also the advice we have received from the Los Angeles Community College District, which has recently gone through the PLA planning process, the District also needs specialized legal services to provide guidance through the process which would culminate in agreements between various labor unions and successful construction contractors; moreover, bidding specifications need crafting before the District would be able to solicit bids. The expenditures for the services contemplated by this resolution are chargeable to bond sale proceeds, according to bond counsel.

The District is currently assessing which firm would best be able to provide such service. This resolution would delegate that choice to Administration.

California Government Code section 53060 reads in relevant part as follows: "The legislative body of any public or municipal corporation or district may contract with and employ any persons for the furnishing to the corporation or district special services and advice in financial, economic, accounting, engineering, legal, or administrative matters if such persons are especially trained and experienced and competent to perform the special services required."

RECOMMENDATION:

RESOLVED: That the Board of Trustees of San Francisco Community College District, pursuant to Government Code section 53060 and Education Code Section 81655, hereby delegates to the Chancellor and/or his designee the selection of and the entering into an agreement with a law firm, as an independent contractor, to provide legal services in regards to Project Labor Agreements or Project Stabilization Agreements and/or related areas, with a specific person to be determined by the Chancellor or his designee, subject to appropriate law, to serve as the principal attorney from the firm, with a beginning date of November 16, 2001; at a fee not to exceed \$380 per hour, and for necessary and reasonable travel, lodging, and other related expenses, for a total not to exceed \$85,000, and

FURTHER BE IT RESOLVED: That such delegated selection be subject to Education Code Section 81655, and other applicable law, regulation, and/or policy, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance & Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Ronald Lee, Originator







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## TABLED FROM 05/30/02 Board Meeting

DATE: May 30, 2002

B8

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: GENERAL FUND

Reviewing and entering into the minutes the  
SFCCD Quarterly Financial Status Report for the  
quarter ended March 31, 2002.

(Resolution No. 020530-B8)

### BACKGROUND INFORMATION:

Title 5 of the California Code of Regulations, Section 58310 requires California's Community College Districts to report quarterly on their financial condition. Starting with the quarter ending September 30, 1987 and quarterly thereafter, districts are required to provide to the State Chancellor's office the completed form CCFS-311Q and a copy of the quarterly financial report.

In order to meet the requirement of Title 5 of the California Code of Regulations, Section 58310 the following resolution is recommended for adoption:

### RECOMMENDATION:

RESOLVED: That pursuant to Title 5 of the California Code of Regulations, Section 58310 the Quarterly Financial Status Report for the quarter ended March 31, 2002 is hereby reviewed and entered into the minutes of the Board of Trustees of the SFCCD

James Kendrix, Originator

06/27/02 – B8 page 1

#### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

645





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 27, 2002

B9

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr. Chancellor

Subject: **GENERAL FUND**  
**Adoption of Tentative 2002-2003 Budget**  
**(Resolution No. 020627-B9)**

The California Code of Regulations requires the governing board of each community college district to adopt a preliminary budget for the ensuing fiscal year on or before June 30 and on or before the 15<sup>th</sup> day of September to adopt a final budget. In addition, a public hearing must be conducted on the final budget which must be made available to the public for inspection at least three days before the hearing. Furthermore, the final budget cannot be adopted by the governing board of the district until after the public hearing has been held.

The Annual Budget includes a roll-over of current expenses plus salary increases and adjustments, plus anticipated savings, funding of the highest order of priorities proposed in the budget planning process and recommended in budget review, and is dependent on some additional resource availability. This budget is intended to be the subject of a subsequent resolution for a final budget.

This budget is contained in the Annual Budget 2002-2003 Preliminary Recommendation, to be presented to the Board of Trustees at the June 27, 2002, meeting.

## **Annual Budget for 2002-2003: Preliminary Recommendations**

The 2002-2003 Annual Budget for the General Fund Unrestricted is based on projected revenue and resources totaling \$159,645,910 of which \$156,045,910 represents the sum of state and local allocations and fees and \$2,100,000 represents the prior year's ending balance and \$1,500,000 represents a one-time transfer from the Board Designated Reserve. Some Restricted Funds (grants) budgets for 2002-2003 have been funded at approximately 90% of the prior year's allocation and fee based programs have been funded based on estimated revenue.

The General Fund Unrestricted Expenditure Budget for 2002-2003 is currently projected at \$159,645,910 which continues operational expenditures ongoing from the prior fiscal year, includes a mid-year wage adjustment for faculty, classified, administrators and students, no District initiated layoff per agreements with labor, funding for 41 full-time faculty replacement positions of which 17 were not funded during FY 2001-02, and minimal funding needs for improving student services, and augmenting the Faculty Internship Program.

06/27/02 - B9 page 1

### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR



Although the current ending balance projection at June 30, 2003 for this budget is zero, the District fully intends to manage its resources in a manner that will ultimately achieve an ending balance at or near the June 30, 2002 projected level of \$2.1 million.

Upon completion of the state budget, recommended adjustments to the District's revenue and expenditure budgets will be reviewed in comparison to the proposed Annual Budget, as recommended by the Chancellor and the Planning/Budgeting Council, and submitted to the Board of Trustees at the September 26, 2002 meeting.

The recommended 2002-2003 Annual Budget, as proposed by the Chancellor and submitted to the Board of Trustees for approval, is as follows.

#### **Part 1: Adoption of the Annual Budget**

Section 1 In accordance with Title 5, California Code of Regulations, Section 58196 the Board of Trustees of the San Francisco Community College District hereby adopts the Annual Budget for 2001-2002, hereinafter termed the Annual Budget of the San Francisco Community College District, as detailed on Community College District forms and summarized by fund, purpose, and amount as follows:

<b>General Fund - Unrestricted Total</b>	
Estimated Revenues	\$156,045,910
Add Beginning Balance	2,100,000
Add Transfer from Designated reserve	1,500,000
<b>Total Estimated Revenue</b>	<b>\$159,645,910</b>

<b>General</b>	<b>Fund-Unrestricted</b>	<b>Expenditure</b>
<b>Appropriations</b>		
Estimated Expenditures		\$161,645,910
Less: Anticipated Savings		2,000,000
<b>Total Estimated Expenditures</b>		<b>\$159,645,910</b>

Projected 6/30/02 unrestricted ending balance	-0-
Current Board Designated reserve	\$4,950,000
Projected Board Designated Reserve 6/30/02	\$ 5,500,000
Planned Board Designated Reserve 6/30/03	4,000,000

<b>Restricted Funds:(Revenue and Expenditures)</b>	
Federal	\$4,310,356

State	9,928,920
Local ,Fee + Service Based	4,616,198
Child Development	2,293,002
Cafeteria	760,000
Capital Outlay	-0-
Total Restricted	\$1,908,476

Section 2 Any action taken by the Board of Trustees at its meeting of June 27, 2002 shall be incorporated in the 2002-2003 Annual Budget and a copy of the 2002-2003 Annual Budget with modifications shall be placed in the official files of the Board of Trustees.

Section 3 The estimated receipts, income and revenue enumerated in the Annual Budget are hereby appropriated to the several funds and departments indicated in the Annual Budget for the purpose of meeting expenditure appropriations provided in the Annual Budget. These proposed expenditure are hereby appropriated to the funds and departments enumerated in the Annual Budget. Each department for which an expenditure appropriation is made is hereby authorized to use, in the manner provided by law, the amounts so appropriated for the purpose specified in the Annual Budget.

Section 4 The Chancellor and Vice Chancellor of Finance and Administration and Administration are hereby authorized to convert the budget as adopted by the Board of Trustees on Community College District forms to the official State forms prescribed by the Chancellor, California Community College; to execute, process, and file all necessary documents required by the Education Code or the California Code of Regulations; to place a copy of all budget documents in the official files of the Board of Trustees; and due to the fact that certain entries on the State forms are based on estimates, to use the latest available information when preparing all entries concerning the 2002-2003 Expenditures, and 2002-2003 Income sections of the budget. All entries concerning the 2002-2003 Expenditures section shall be in accordance with the total proposed expenditures included in the 2002-2003 Annual Budget as listed above.

Section 5 The Chancellor and Vice Chancellor of Finance and Administration and Administration are also authorized to

execute all necessary budgetary documents, including current and subsequent budget transfers as required to maintain depository accounts with the San Francisco Controller and County Treasurer provided they are within the purposes and amounts of the budgets adopted on Community College District forms.

Section 6 The Chancellor and Vice Chancellor of Finance and Administration and Administration are hereby authorized to withhold filing the documents described in Section 4 above until such time as they are legally required to be filed with the local and state agencies. If after this resolution is adopted revenues in excess of the amounts anticipated in the Annual Budget become available, such excess revenues will be budgeted according to the recommendations contained in the Annual Budget, as presented in the proposed Annual Budget for 2002-2003.

Section 7 The Chancellor and Vice Chancellor of Finance and Administration and Administration are hereby authorized and obligated to the Administrative Provisions as contained in the attachment to this resolution entitled, Administrative Provisions, 2002-2003.

## **Part 2: General Fund Restricted**

Section 1 The General Fund - Restricted portion of the SFCCD Annual Budget contains appropriation of categorical funds from Disabled Students Programs and Services (DSPS), Matriculation, Adult Basic Education, Contract Education, Community Services, ESL - Processing Fees, International Institute, Parking Fee Fund, Grants Fiscal Services, Student Health Services, BFAP Program, and Extended Opportunity Program and Services (EOPS), Parts A & B. Such appropriation shall be increased or decreased in accordance with the amount made available during the year 2002-2003 by cash receipts or allocations from the State of California or by amounts carried over from the prior fiscal year. Within each categorical program, transfers from unallocated amounts, transfers between accounts, and transfers between major classes are authorized to be made by the Chancellor and Vice Chancellor of Finance and Administration to the extent permitted by the laws and regulations of the State of California.



### **Part 3: Child Development Fund**

Section 1     The Child Development Fund portion of the SFCCD Annual Budget contains appropriations of categorical funds from the Child care Food Program, the State Preschool Program, the Center-Public Child Development Program, Title IV-A "At Risk" Child Care and the Campus Child Care Bailout and Tracking. Such appropriations shall be increased or decreased in accordance with the amount made available during fiscal year 2002-2003 by cash receipts or allocations from the State of California. Within each categorical program, transfers from unallocated amounts, transfers between accounts, and transfers between major classes are authorized to be made by the Chancellor and Chief Operating Office to the extent permitted by the laws and regulations of the State of California.

Recommended for adoption:

Dr. Philip R. Day, Jr.

Chancellor



## **Administrative Provisions 2002-2003**

Section 1      Because total appropriations contained in the Annual Budget are based on estimated revenues which may not be fully realized, it shall be incumbent upon the Chancellor and Vice Chancellor of Finance and Administration and Administration to review revenue estimates each month. If such revenue estimates indicate a shortage, the Chancellor and Vice Chancellor of Finance and Administration shall freeze an equivalent amount of expenditure appropriations and report this action to the Board of Trustees. These frozen appropriations may only be released if subsequent estimates indicate that the collection of the amount originally estimated is assured.

Section 2      The Chancellor and Vice Chancellor of Finance and Administration are hereby authorized to make any transfer necessary to correct erroneous account classifications or to effect any changes in accounts made necessary by changes in the method of expenditures within the purpose of the appropriation; such as when the Board of Trustees has authorized a lump sum appropriation for a program or a project. In contrast, transfers from the unallocated appropriations to any expenditure classification shall be made only by formal resolution approved by a two-thirds vote of the members of the Governing Board as provided for in Title 5, California Code of Regulations, Section 58199; in addition transfers between major budget classifications shall be made only by a formal resolution approved by a majority of the members of the Board of Trustees as provided for in Title 5, California Code of Regulations, Section 58199. Any other transfers between subordinate accounts within a single major classification may be made by the Chancellor and Vice Chancellor of Finance and Administration and Administration.

Section 3      The Chancellor and Vice Chancellor of Finance and Administration and Administration are hereby authorized; first, to expend from the available funds budgeted for any approved position; second, to transfer subject to the provisions of Title 5, California Code of Regulations, Section

58199 and expend from the available funds budgeted for personal services; and third, to transfer subject to the provisions of Title 5, California Code of Education, Section 58199 and expend from any other available budgeted funds for lump sum payments to classified employees upon death or retirement for service or separation caused by industrial accident for accumulated sick leave benefits in accordance with Civil Service Commission Rules 22, Section 22.02.B9. Provided, however, that the position held by an employee who is entitled to such lump sum payment will not be filled with either a permanent or temporary replacement until such lump sum payment has been recovered from funds budgeted for personal services, and further provided that in the event that said position must be filled immediately it may be so filled on the authorization of the Chancellor or the Vice Chancellor of Finance of Finance and Administration.

Section 4 That the San Francisco Community College District and the San Francisco Controller are hereby authorized and directed to continue the existing special and trust funds, reserves; and the receipts in each such fund are hereby appropriated in accordance with law and the conditions under which such fund was established. The Chancellor and Vice Chancellor of Finance and Administration are hereby authorized and directed to set up additional special and trust funds and reserves as may be created by either additional requests or under other conditions and the receipts in each fund are hereby appropriated in accordance with law for the purposes and subject to the conditions under which each fund was established.

Section 5 That whenever the San Francisco Community College District shall receive for a special purpose from the United States of America, the State of California, or from any public or semi-public agency, or from any private person, firm or corporation any money or property to be converted into money, there shall be set up in the accounting records of the San Francisco Community College District, a special fund or account evidencing the amount received and specifying the special purposes for which it has been received and for which it is held. Such an account or fund shall be

maintained as long as any portion of said money or property remains. Such receipts are hereby appropriated in accordance with law for the purpose and subject to the conditions under which each receipt was received.

Section 6 Permanent certificated and classified positions continued or created by the Board of Trustees in the Annual Budget, may be increased, decreased, or reclassified only by approval of the Chancellor and Vice Chancellor of Finance and Administration. Funds provided in approval of the Chancellor and Vice Chancellor of Finance and Administration and Administration may be used to provide temporary employment when it becomes necessary to replace a permanent occupant of a position while on extended leave without pay, or for the temporary filling of a vacancy for a permanent classified position. Funds provided in the Annual Budget for permanent certificated positions may be with the approval of the Chancellor and Vice Chancellor of Finance and Administration transferred to other certificated positions.

Section 7 Surpluses existing in appropriations made for permanent positions in the Annual Budget, may be transferred by the Chancellor and the Vice Chancellor of Finance and Administration and Administration to the maximum extent feasible, into the Reserve for Contingencies or Unallocated Appropriations prior to June 2003.

Section 8 Money received as payment for damage to SFCCD automobiles or trucks, or other property, are hereby appropriated to pay the cost of repairing such equipment or property. Any excess funds, and any amount received for damaged equipment which is not be repaired shall be credited to Miscellaneous Revenues of the General Fund; provided that where the property is damaged during construction and such construction is funded from the Capital Outlay Projects Fund, the excess funds shall be credited to the specific construction project in the Capital Outlay Projects Fund.





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 27, 2002

B10

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**  
**Authorization to Award Special Services contract to**  
**\_\_\_\_\_ (California Environmental Quality Act**  
**CEQA Compliance Consulting Services**  
**(Resolution No. 020627-B10)**

## BACKGROUND INFORMATION:

Project: *Proposition A, 2001 General Obligation Bond Projects, at the Ocean Avenue Campus*

The District used a comprehensive outreach effort to encourage prospective firms and sub-consultants to respond to the "Request for Qualifications" for California Environmental Quality Act (CEQA) Compliance Consulting Services. Four firms submitted responses to the RFQ. This resolution will authorize a contract with \_\_\_\_\_ to provide consulting services for achieving CEQA compliance for projects at the Ocean Avenue Campus.

A preliminary budget for this contract has been established. However, additional analysis of the proposal and negotiated scope of work and project deliverables is needed to determine the final budget.

The project is funded by the Proposition A, 2001 General Obligation Bond

## RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with \_\_\_\_\_ from July 1, 2002 through July 1, 2003 for special services and advice to provide the District with professional services for CEQA compliance of Proposition A, 2001 General Obligation Bond Projects, at the Ocean Avenue Campus at a cost not to exceed \$\_\_\_\_\_, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
W/ David Liggett

06/27/2002 – B10 page 1

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054



**DATE:**

June 27, 2002

**B11****TO:**

Board of Trustees

**FROM:**

Dr. Philip R. Day, Jr., Chancellor

**SUBJECT:****CAPITAL OUTLAY**

Authorization for eight (8) Contract Modification(s) totaling \$216,593.45 for Special Services Contract(s) and Construction Contract(s)  
(Resolution No. 020627-B11)

**BACKGROUND INFORMATION:**

ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT AMOUNT	PREVIOUS CONTRACT MODIFICATION(s) AMOUNT	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS
A 011115-B6 Fort Mason Center Art Studio, Building B Interior Tenant Improvement Project	Eternal Construction, Inc. (General Contractor)	\$137,200.00	\$6,025.00	\$15,118.00	\$158,343.00	Project Budget: \$200,800.00. Encumbered & Paid To Date, (Including this modification): \$178,724.00. This modification, #3 is for additional construction work due to discovered building conditions and due to requests of the faculty, including relocating light fixtures, a new door and other items.
B 000427-B8 Fort Mason Center Art Studio, Building B Interior Tenant Improvement Project	Hamilton+Aitken (Architects)	\$18,000.00	\$0	\$22,000.00	\$40,000.00	Project Budget: \$200,800.00 Encumbered & Paid To Date, (Including this modification): \$200,723.00 This modification, #1 is for the consultant to provide construction document and construction administration services. The original contract was only for investigation and design services to determine scope of work accomplishable with the available budget.
C 000000 - B0 Ocean Avenue Campus Science Building Transfer Center Renovation Project	Trini Chance Construction (General Contractor)	\$98,200.00	\$9,480.90	\$7,128.45	\$114,809.35	Project Budget: \$212,100.00 Encumbered & Paid To Date, (Including this modification): \$186,202.84 This modification, #3 is for additional construction work including modification to the existing ceiling and painting of radiators.

ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT AMOUNT	PREVIOUS CONTRACT MODIFICATION(s) AMOUNT	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS
D 000000 - B0 John Adams Campus Gym Building Brick Repair & Seismic Project	Romkon (General Contractor)	\$261,000.00	\$16,298.00	\$16,847.00	\$294,145.00	Project Budget: \$350,000.00 Encumbered & Paid To Date, (Including this modification): \$305,091.40 This modification, #2 is for lead abatement work.
E 000127-B2 Phelan Campus Building Infrastructure Wiring	Semans Communications, Inc., Caucasian, LBE (General Contractor)	\$1,383,366	\$705,057.19	CM #10 - \$90,000	\$2,178,423.19	Project Budget: \$2,199,069 Project Encumb & Pay't To Date (Include This contract Modification): \$90,000
F 000928-B2 SF Campuses Building Infrastructure Wiring Project-CCSF001TS77	Semans Communications, Inc., Caucasian, LBE (General Contractor)	\$1,749,574.64	\$0	CM #01 - \$8,000	\$1,757,574.64	\$90,000 for electrical grounding, video amplifiers, cabling for Phelan General Project Budget: \$1,808,000 Project Encumb & Pay't To Date (Include This contract Modification): \$8,000
G 011220-B2 Districtwide Technology Network	Angus-Hamer Networking (IT Network Consultant)	\$16,480	\$78,000	CM #02 - \$52,000	\$146,480	\$8,000 for Alemany voice feeders Project Budget: \$172,000 Project Encumb & Pay't To Date (Include This contract Modification): \$52,000
H 010426-B15 Districtwide Video Network	Pacific Communications Associates, Inc. (Video Network Consultant)	\$32,686.74	\$5,500	CM #2 - \$5,500	\$43,686.74	\$52,000 for completion of John Adams campus Extension of contract to August 31, 2002 Project Budget: \$46,000 Project Encumb & Pay't To Date (Include This contract Modification): \$5,500
			TOTAL-\$216,593.45			\$5,500 for Ocean Campus Video Testing

# RECOMMENDATION:

RESOLVED:  
the table, and

That the Board authorizes the specified modifications to the resolutions as indicated in

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator  
W/ David Liggett



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 27, 2002

B12

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**  
**Authorization to Award Construction Contract -**  
**Ghilotti Bros. Inc.**  
**(Resolution No. 020627-B12)**

## BACKGROUND INFORMATION:

Project: *John Adams Campus Hayes Street Parking Lot Repair*

The District publicly advertised the Bid Invitation for *John Adams Campus Parking Lot Repair* for bid proposals from contractors, and received 6 bids. The District wishes to contract with Ghilotti Bros. Inc. for the project: John Adams Campus Hayes Street Parking Lot Repair. This project consists of re-paving and re-striping of the existing parking lot.

The project is funded by the 1997 Bond fund, and is to be charged to 42129C-8813-6202-7100-HS (Health & Safety).

## RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with Ghilotti Bros. Inc. for the project: John Adams Campus Hayes Street Parking Lot Repair, to be completed on or before September, 2002, at a cost of not to exceed \$108,224.00, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
W/ David Liggett



Memorandum for the President



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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 27, 2002

B13

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**  
**Authorization to Award Construction Contract -**  
**Golden Bay Fence Plus Iron Works, Inc./Security Iron**  
**(Resolution No. 020627-B13)**

## BACKGROUND INFORMATION:

*Project: Ocean Avenue Campus Environmental Horticulture Gate Replacement*

The District publicly advertised the Bid Invitation for *Environmental Horticulture Gate Replacement* for bid proposals from contractors, and received two bids. The District wishes to contract with Golden Bay Fence Plus Iron Works, Inc./Security Iron, the lowest responsive / responsible bidder, for the project: Environmental Horticulture Gate Replacement. This project consists of the replacement of the existing deteriorated gate on Judson Avenue to an electronically operated gate.

The project is funded by the 1997 Bond fund, and is to be charged to 42129C-8813-6202-7100-HS (Health & Safety).

## RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with *Golden Bay Fence Plus Iron Works, Inc./Security Iron* for the project: *Environmental Horticulture Gate Replacement*, to be completed on or before September 30, 2002, at a cost of not to exceed \$39,386, and .

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
W/ David Liggett

GRE Testing Preparation training in Taiwan and one two-week Study Tour in San Francisco. Each Testing Preparation cycle is nine weeks. The Study Tour program, conducted in partnership with the San Francisco YMCA includes outdoor activities and conversational English.

The negotiated rates are as follows: \$180 per instructional hour and \$100 per non-instructional hour for the Testing Preparation program, and \$1,850 per student for the Study Tour program. PCF will provide housing in Taiwan and international travel from San Francisco to Taipei at no cost to CCSF for all faculty members.

Following are budgets for the three cycles of Preparation and one 2-week Study Tour. The budgets are based on the assumption of three classes for each test preparation training cycle and 45 students for the Study Tour.

<u>Income</u>	<u>Test Preparation</u>	<u>Study Tour</u>	<u>Total</u>
Pacific Cultural Foundation Contract	\$299,700	\$ 83,250	\$382,950
<u>Expenditures</u>			
Instruction and Fringe Benefits	190,113	3,000	193,113
Subcontract to YMCA	--	53,325	53,325
Training Materials	1,800	9,000	10,800
Teacher Aides and Other Expenses	30,375	8,600	38,975
Indirect	<u>77,412</u>	<u>9,325</u>	<u>86,737</u>
TOTAL	\$299,700	\$ 83,250	\$382,950

#### RECOMMENDATION:

RESOLVED: That authorization hereby be given to contract with Pacific Cultural Foundation of Taiwan for providing the three cycles of TOEFL/GRE Testing Preparation in Taiwan and one 2-week Study Tour in San Francisco for an amount up to \$382,950. The term of this agreement is from July 1, 2002 to June 30, 2003, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator: Judy Teng  
06/27/02 – B13 page 2



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 27, 2002

**B14**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANTS**

Approval of Training Contracts with San Francisco Department of Human Services and Subcontract with Edgewood Center  
(Resolution No: 020627-B14)

## BACKGROUND INFORMATION:

Title IV-E of the Social Security Act is an entitlement that provides federal money to train prospective foster or adoptive parents and the members of the staff of State-licensed or state-approved foster care agencies. The goal is to increase the ability of such parents, staff members and institutions to provide support and assistance to foster and adopted children whether incurred directly by the State or by contract. The State will be reimbursed under Title IV-E for such costs.

The Ventura County Department of Human Services (DHS), in partnership with Ventura Community Colleges Contract Education Office and Casa Pacifica Center developed the first successful model to deliver the Title IV-E training. The model was replicated in Alameda County, Chabot College Contract Education Office and Seneca Center.

Contract Education wishes to enter into a contract with San Francisco DHS to provide the Title IV-E training in San Francisco. CCSF's role is to provide planning, overall coordination of the training, expand the services to other agencies and serve as liaison with DHS. Contract Education will work with the Administrative of Justice, Business, Behavioral Sciences, Child Development and Family Studies, Health Sciences and Physical Education Departments to provide some of the training classes. In areas where CCSF does not have the technical expertise, Contract Education wishes to subcontract with Edgewood Center for services that they are uniquely qualified for. All training classes are open to Edgewood, DHS, Children's Mental Health Services employees in year one, and will open to other qualified group homes or agencies employees in subsequent years.

Edgewood Center is a private non-profit agency with over one hundred and fifty years of history. It is now a multi-service agency including a day treatment and residential facility for emotionally disturbed children and their families. Edgewood

06/27/02 – B14 Page 1 of 2

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employs many highly qualified psychiatrists, child psychologists and licensed social workers that are uniquely qualified to conduct staff training. Contract Education wishes to subcontract with Edgewood for up to 960 hours of classroom training and 500 hours of one-on-one coaching at a hourly rate of \$125 and \$100, respectively, with a total not to exceed \$170,000.

The term of the contract is August 1, 2002 to June 30, 2003. The total project cost is \$618,600, which includes \$371,160 contract amount with DHS and \$247,440 District match. To meet the 40% matching requirement, CCSF plans to use the costs associated with administrative staffing, facilities, supplies, and other expenses as appropriate to carry out the terms of the contract. Following is the budget cost for the project:

	<u>DHS</u> <u>Contract</u>	<u>District</u> <u>Match</u>	<u>Project</u> <u>Cost</u>
<u>Income</u>			
Department of Human Services	\$371,160		
<u>Expenditure</u>			
Faculty Salaries & Benefits	\$145,920		\$145,920
Classified Salaries & Benefits	47,240		47,240
Training Materials	8,000		8,000
Subcontract to Edgewood Center	170,000		170,000
District Match	<u>0</u>	<u>247,440</u>	<u>247,440</u>
	\$371,160	\$247,440	\$618,600

#### RECOMMENDATION:

RESOLVED: That authorization hereby be given 1) to contract with San Francisco Department of Human Services for providing the Title IV-E training for a total up to \$371,160; and 2) to subcontract with Edgewood Center for providing some Title IV-E training for a total up to \$170,000. The term of the contracts are from August 1, 2002 to June 30, 2003, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator: Judy Teng



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 27, 2002

**B15**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: CONTRACT**

**Authorization to enter into an instructional  
service/rental agreement with the San Francisco  
Police Department.  
(Resolution No. 020627 – B15 )**

**BACKGROUND INFORMATION:**

The Office of Workforce and Economic Development and the Administration of Justice/Fire Science Department would like to enter into a three-year instructional service/rental agreement with the San Francisco Police Department based upon our existing Academy model. This instructional service/rental agreement to provide City College of San Francisco credit courses to train the recruits for the San Francisco Police Academy has been completed. The operational model that is the backbone of this agreement and the financial structure of same is based upon the same model agreement that the Board approved and has been operationalized with the Police Academy over the past two years.

The San Francisco Police Department's mission statement emphasizes that members of the SFPD ensure the weak are protected, that civility triumphs over chaos, and that the rights and liberties of a democratic society are preserved.

City College of San Francisco's Administration of Justice/Fire Science Department has developed curriculum to prepare men and women for careers in this field. CCSF's Administration of Justice Department and San Francisco Police Department instructors possess the require qualifications for teaching Police Academy and Advanced Officer courses. SFPD Chief Fred Lau supports the affiliation with City College and the SFPD Police Academy. Approximately 225 recruits will enroll in the Police Academy courses in FY 2002/03. This enrollment equals approximately 505 Credit FTES for FY 2003/03.

Therefore, City College of San Francisco's Office of Workforce and Economic Development and the Administration of Justice/Fire Science Department wish to enter into an agreement with the San Francisco Police  
06/27/02 – B15 page 1

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Department to provide affiliated educational courses for the San Francisco Police Department. City College will ensure that the program conforms to Education Code and Title 5 mandated standards governing instructional programs.

The San Francisco Police Department will provide Police Academy classroom and laboratory space at 350 Amber Drive and other facilities. The College will provide instructional service for Academy students, including registration, support services, census and grading reports. CCSF will retain FTES generated from these credit courses. CCSF shall pay the Academy an estimated rent based upon enrollment not to exceed \$800,000. The projected cost of this instructional service agreement is \$800,000 per year. Funding is from UPFX-7161-5610-2100-C, the Administration of Justice/Fire Science Budget.

This agreement will be based upon available funding and can be extended after three years on an annual basis. These funds have been allocated to UPFX-7161-5610-2100-C in CCSF's Annual Budget.

#### **RECOMMENDATION:**

RESOLVED: That authorization be hereby given to enter into an instructional service/rental agreement with the San Francisco Police Department for a period of three years, effective July 1, 2002 until June 30, 2005, not to exceed \$800,000 per year, based upon available funds, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution effective June 1, 2002.

Phyllis McGuire, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 27, 2002 **B16**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** Contract  
Contract with the California Department of  
Education for continuation of the California Early  
Childhood Mentor Program.  
(Resolution No. 020627-B16)

## BACKGROUND INFORMATION:

This resolution requests authorization to submit an application and to appropriate all funds related to a contract from the California Department of Education for continued operation of the California Early Childhood Mentor Program. The California Early Childhood Mentor Program has seventy participating colleges, including City College of San Francisco. City College of San Francisco is the fiscal agent. The program aims to support experienced teachers in the classroom, to increase the accessibility of the supervised practicum course required for a certificate or AA degree, to facilitate opportunities for experienced early childhood administrators to offer guidance to inexperienced directors, and to improve the quality of child care.

The total of the contract is \$2,163,059 for the period August 1, 2002 through July 31, 2003. There is no in-kind match or additional space required.

### Income

California Department of Education	\$ 2,163,059
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### Expenditures

Employee Salaries and Benefits	\$ 336,975
Supplies/Materials	8,131
Other Operating Expenses	1,657,726
Total Indirect @ 8%	<u>160,227</u>
Total Expenditure	\$ 2,163,059

06/27/02 – B16 page 1

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DR. PHILIP R. DAY, JR., CHANCELLOR

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**RECOMMENDATION:**

**RESOLVED:** That authorization be hereby given to apply for and to accept the amount of \$2,163,059 from the California Department of Education for the California Early Childhood Mentor Program, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Sandra Handler, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415 239 3000

DATE: June 27, 2002

B17

TO: Board of Trustees

FROM: Dr. Phillip R. Day, Jr., Chancellor

Subject: GRANT

Contract with Alameda County Children and Families Commission for additional support for the Alameda County Mentor Program.  
(Resolution No. 020627-B17)

## BACKGROUND INFORMATION:

This resolution requests authorization to submit an application and to appropriate all funds related to a grant from the Alameda County Children and Families Commission for the Enhanced Mentor Program. This program will bring additional support to the California Early Childhood Mentor Program in Alameda County. The California Early Childhood Mentor Program has seventy participating colleges; City College of San Francisco now administers the statewide program.

The Alameda County Enhanced Mentor Program will recruit additional mentors; train these mentors to conduct outreach and recruitment to provide expanded student and onsite mentoring; increase access to practicum courses; and improve retention through professional development, linkages with compensation and other supports as well as quality review activities.

The total of the grant is \$99,900 for the period July 1, 2002 through June 30, 2003. There is no in-kind match or additional space required. City College of San Francisco is the fiscal agent.

### Income

Alameda Children and Families Commission	\$ 99,900
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### Expenditures

Employee Salaries and Benefits	\$ 15,000
Travel	6,000
Stipends	71,500
Total Indirect @ 8%	<u>7,400</u>

Total Expenditure	\$ 99,900
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06/27/02 – B page 1

### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

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**RECOMMENDATION:**

**RESOLVED:** That authorization be hereby given to apply for and to accept the amount of \$99,900 from the Alameda Children and Families Commission for enhancement of the Alameda County Mentor Program, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator: Sandra Handler

Date: June 27, 2002

To: Board of Trustees

From: Dr. Phillip Day, Jr., Chancellor

B18

Subject: GRANTS

Authorization to amend SEVEN (7) resolutions as indicated in the table.  
(RESOLUTION NO. 020627 - B18)

	<u>ORIGINAL RESOLUTION NUMBER</u>	<u>GRANTOR/CONTRACTOR</u>	<u>CONTRACT DATE</u>	<u>ORIGINAL TOTAL AMOUNT</u>	<u>CHANGE</u>	<u>NEW TOTAL NOT TO EXCEED</u>	<u>COMMENTS; ORIGINATOR</u>
A	010118-B11 010329-B8 010329-B11	Los Rios Community College District-Health Care Delivery Initiative of Sacramento City College	April 1, 2001 - April 30, 2002	Dr. Brad Phillips: \$20,000  Dr. William Armstrong: \$19,200  Steven Spurling: \$28,800	Extend contracts to June 30, 2002; add to each contract: Dr. Brad Phillips: \$9,800 Dr. William Armstrong: \$5,500 Steven Spurling: \$8,000	Dr. Brad Phillips: \$29,800  Dr. William Armstrong: \$24,700  Steven Spurling: \$36,800	To complete additional work and disseminate results on the study of the prerequisites for registered nursing programs in the state's community colleges. Contract extended for two months to complete the work.  Robert Gabriner, Originator
B	010628-B27 971120-B8	National Science Foundation/Bio- Link	September 1, 2001 - August 31, 2004	\$97,431	Shift sub- recipient contract from Seattle Central Community College to Shoreline Community College	\$97,431	To shift award from Seattle Central Community College to Shoreline Community College due to a loss of staff; terms of the sub- recipient contract remain the same.  Kristin Hershbell, Originator



<u>ORIGINAL RESOLUTION NUMBER</u>	<u>GRANTOR/CONTRACTOR</u>	<u>CONTRACT DATE</u>	<u>ORIGINAL TOTAL AMOUNT</u>	<u>CHANGE</u>	<u>NEW TOTAL NOT TO EXCEED</u>	<u>COMMENTS: ORIGINATOR</u>
C 011220-B-13 011220-B-14	State Chancellor's Office/Promoting Diversity Grant	December 22, 2001 – July 31, 2002	Eva Schiorring: \$20,000	Renew contract July 1, 2002 to January 31, 2003 +\$30,000  Renew contract July 1, 2002 to Jan. 31, 2003 +\$30,000	Eva Schiorring \$30,000  Gail Waldron \$30,000	Both consultants were approved by the Board for contracts for research and assessment for Phase I of Promoting Diversity Project. This contract renews their work for parts of Phase II work.  Robert Gabriner, Originator
D 010830-B26	San Jose Community College District	9/1/01 – 6/30/02	\$99,060	Bd. Resol. 020425- B11 Modification 1 – Reduced amount by \$22,310 to a new total of \$76,750.  Modification 2 – Increased by additional services of \$6,500. +\$175,000	\$83,250	Reporting changes under Modification 2.  Originator: Judy Teng
E 010830-S4 020530-B13	Orfalea Foundation	July 1, 2001- July 1, 2010 as per annual budget	\$176,442		\$351,442	Additional amount for classified salaries and fringe benefits. Originator: Sandra Handler

	<u>ORIGINAL RESOLUTION NUMBER</u>	<u>GRANTOR/CONTRACTOR</u>	<u>CONTRACT DATE</u>	<u>ORIGINAL TOTAL AMOUNT</u>	<u>CHANGE</u>	<u>NEW TOTAL NOT TO EXCEED</u>	<u>COMMENTS; ORIGINATOR</u>
F	010830-B26 020425-B11	San Jose/Evergreen Community College District (SJECCD)	Sep. 1, 2001- Jun. 30, 2002	\$76,750	Extend contract period to September 30, 2002 and increase funding amount by \$25,600	\$102,350	SJECCD wishes to extend our sub-recipient contract and increase funding to cover the extension and an increase in workload.  Originator: Judy Teng
G	010628-B17	San Francisco Hotels Partnership Project	Jul. 1, 2002- Jun. 30, 2003	\$201,838	Renewal of training contract for FY 02-03	\$201,838	Report contract renewal for FY 02-03  Originator: Judy Teng

**RECOMMENDATION:**

RESOLVED: That the Board authorizes the specified modifications to the resolutions as indicated in the table, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 27, 2002

B19

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANT**

**Student Financial Aid Programs**

**Authorization for appropriating funds for Federal and State  
Financial Aid programs.**

**(Resolution No.020627-B19)**

## BACKGROUND INFORMATION:

Each school year, City College of San Francisco receives Federal and State financial aid funds to be disbursed to eligible students. The college is expected to administer the programs and in some instances to provide matching funds.

PROGRAM	GRANTOR / CONTRACTOR	CONTRACT DATE	AMOUNT	MATCH	NEW TOTAL PROGRAM AMOUNT
1. Pell Grant	U.S. Dept. of Education	July 1	\$6,700,000	0	\$6,700,000
2. FSEOG	U.S. Dept. of Education	July 1	\$691,136	\$230,379	\$921,515
3. FWS	U.S. Dept. of Education	July 1	\$564,944	\$188,315	\$753,259
4. Federal Perkins	U.S. Dept. of Education	July 1	\$109,938	\$36,646	\$146,584
5. CAL Grant	California Student Aid Commission	July 1	\$509,000	0	\$509,000

## RECOMMENDATION:

RESOLVED: That the college appropriate \$224,961 (To the Financial Aid account #U4046) to satisfy the required match for the FWS, and Federal Perkins financial aid programs to cover the period of July 1, 2002 through June 30, 2003. The match for the FSEOG program (\$230,379) will be covered by fee waivers, scholarships and grants as allowed by Title IV regulations. With the financial aid programs we are projecting to assist 9100 needy students finance their education. This represents an increase of 2% over the last fiscal year, and

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DR. PHILIP R. DAY, JR., CHANCELLOR

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FURTHER BE IT RESOLVED: That the Chancellor, and/or his designee, is hereby authorized to execute all documents necessary to record the appropriation and to submit any and all reports to the U.S. Department of Education and the California Student Aid Commission in the administration of said programs.

Jorge Bell, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 27, 2002

**B20**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day Jr., Chancellor

**SUBJECT: GRANT**

**Authorization to Transfer Federal Work-Study (FWS) funds into  
Federal Supplemental Educational Opportunity Grant (FSEOG) funds  
account.**

**(Resolution No. – 020627-B20)**

## **BACKGROUND INFORMATION:**

During 2001-2002, the amount of Pell Grant payment to the neediest students was reduced due to Title IV regulations which affect low tuition cost institutions (Pell Grant Sensitivity Schedule). To supplement the loss of Pell Grant eligibility, the FSEOG award amount for these students has been increased. FSEOG awards are made to those students who are the neediest in the form of grants. To cover the increase, an amount of \$88,615 is being transferred from FCWS to FSEOG to award eligible students, as allowed by Title IV Federal regulations.

## **RECOMMENDATION:**

**RESOLVED:** That authorization is hereby granted to transfer \$88,615 FWS funds to the FSEOG fund to be awarded to students in the form of grants.

**FURTHER BE IT RESOLVED:** That the Chancellor, and/or his designee is hereby authorized to execute any and all documents on behalf of the College to effectuate this resolution.

Jorge Bell. Originator

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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 27, 2002 **B21**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CONTRACT**  
**Authorization to Establish an Internship Program**  
**(Resolution No. 020627 – B21)**

## BACKGROUND INFORMATION:

In the early 1990s, City College of San Francisco had a Faculty Diversity Internship Program funded by a State Chancellor Diversity Grant. As a result of this successful program, several interns were hired as full-time and part-time faculty members. After the grant expired, the Program did not continue.

In 1999, a small internship program was restarted using \$15,450 in Partnership for Excellence funding in accordance with California Code of Regulations, Title 5, Section 53500, Paragraph 1. A side-bar agreement was worked out between the District and the American Federation of Teachers (AFT), addressing teaching options and compensation for faculty interns and mentors. Under this program, faculty interns have independent responsibility for teaching or supervision of students. This program will continue under the existing sidebar agreement between the District and AFT.

According to California Code of Regulations, Title 5, section 53500, Paragraph 2, a District may establish a program with respect to interns who do not have independent responsibility for instruction or supervision of students. Further, such interns may be paid a stipend by the District.

## RECOMMENDATION:

**RESOLVED:** That authorization hereby be given to establish an Internship Program for interns who do not have independent responsibility for instruction or supervision of students, and

**FURTHER BE IT RESOLVED:** That interns and mentors under this Internship Program shall be paid a stipend, and

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FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Frances Lee, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 27, 2002 **B22**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GRANTS**

**Approval of Training Contract with Pacific Cultural Foundation  
(Resolution No: 0206275-B22)**

**BACKGROUND INFORMATION:**

The Office of Contract Education wishes to enter into a contract with the Pacific Cultural Foundation (PCF) in Taiwan to provide intensive TOEFL and GRE Testing Preparation in Taiwan and to design study tours to bring Taiwan students to CCSF.

PCF, founded in 1974, is a private non-profit organization dedicated to promoting international cultural and academic exchange and mutual understanding between the people of the Taiwan and other countries. In 1987, PCF underwent a major leadership change. Most significantly, Mr. Lee Huan, former Premier and former Minister of Education was elected Chairman of the Board. He still serves as the Chairman today. Most of the other PCF Board members were educated and value the educational system in the United States. PCF currently operates four major programs:

- Organizing and participating in international academic and cultural conferences
- Sponsoring and organizing international artists or performing groups to visit Taiwan
- Hosting exhibitions at PCF Art Center in Taiwan
- Organizing Chinese ink painting and calligraphy classes and lectures

During their recent Board meeting, PCF set the goal to expand their academic services to include TOEFL and GRE Preparation for United States bound students and Study Tours for college, high school and middle school students.

Contract Education wishes to enter into a training contract with PCF to provide the Test Preparation in Taiwan and the Study Tour in the United States. The services in the pilot phase of the program are the three cycles of TOEFL and

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GRE Testing Preparation training in Taiwan and one two-week Study Tour in San Francisco. Each Testing Preparation cycle is nine weeks. The Study Tour program, conducted in partnership with the San Francisco YMCA includes outdoor activities and conversational English.

The negotiated rates are as follows: \$180 per instructional hour and \$100 per non-instructional hour for the Testing Preparation program, and \$1,850 per student for the Study Tour program. PCF will provide housing in Taiwan and international travel from San Francisco to Taipei at no cost to CCSF for all faculty members.

Following are budgets for the three cycles of Preparation and one 2-week Study Tour. The budgets are based on the assumption of three classes for each test preparation training cycle and 45 students for the Study Tour.

<u>Income</u>	<u>Test Preparation</u>	<u>Study Tour</u>	<u>Total</u>
Pacific Cultural Foundation Contract	\$299,700	\$ 83,250	\$382,950
<u>Expenditures</u>			
Instruction and Fringe Benefits	190,113	3,000	193,113
Subcontract to YMCA	--	53,325	53,325
Training Materials	1,800	9,000	10,800
Teacher Aides and Other Expenses	30,375	8,600	38,975
Indirect	<u>77,412</u>	<u>9,325</u>	<u>86,737</u>
TOTAL	\$299,700	\$ 83,250	\$382,950

#### **RECOMMENDATION:**

**RESOLVED:** That authorization hereby be given to contract with Pacific Cultural Foundation of Taiwan for providing the three cycles of TOEFL/GRE Testing Preparation in Taiwan and one 2-week Study Tour in San Francisco for an amount up to \$382,950. The term of this agreement is from July 1, 2002 to June 30, 2003, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator: Judy Teng

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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 27, 2002 C1  
TO: Board of Trustees  
FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: EQUIPMENT, SUPPLIES & SERVICES  
Procurement of Equipment, Supplies,  
Services, Etc., less than \$3,000  
(Resolution No. 020627-C1)

## BACKGROUND INFORMATION:

Listed below is a summary of purchases for equipment, supplies, and services in individual amounts of less than \$3,000. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

## RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, etc., totaling \$383,293.44 individual amounts of less than \$3,000 not heretofore approved as summarized and detailed below:

Direct Payments	\$ 32,058.12
Purchase Orders	315,410.49
Travel/Mileage	<u>35,824.83</u>
GRAND TOTAL:	\$ 383,293.44

James Kendrix, Originator

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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:** June 27, 2002

**C2**

**To:** Board of Trustees

**From:** Dr. Philip R. Day, Jr., Chancellor

**Subject: EQUIPMENT, SUPPLIES & SERVICES**  
**Procurement of Equipment, Supplies,**  
**Services, Etc., more than \$3,000**  
**(Resolution No. 020627-C2)**

## BACKGROUND INFORMATION:

The following departmental requests for the purchase of supplies, equipment, and services have been received. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

## RECOMMENDATION:

**RESOLVED:** That approval be and is hereby given for the procurement of the equipment, supplies, services, as detailed in Attachment "A".

**GRAND TOTAL: \$1,400,088.13**

James Kendrix, Originator

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1. *Introduction*  
2. *Methodology*  
3. *Results*  
4. *Discussion*  
5. *Conclusion*  
6. *References*  
7. *Appendix*  
8. *Notes*  
9. *Tables*  
10. *Figures*

The following table shows the results of the experiment. The data were collected from 100 subjects. The results are presented in the following table. The first column shows the number of subjects who completed the experiment. The second column shows the number of subjects who completed the experiment within the time limit. The third column shows the number of subjects who completed the experiment within the time limit and with a score of 80 or higher. The fourth column shows the number of subjects who completed the experiment within the time limit and with a score of 80 or higher and who also completed the experiment within the time limit and with a score of 80 or higher.

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Fund	Org	Acct	Prog	Aty	Department	Vendor	Doc #	Amount	Description
U	7725	4000	1200 C		Nursing-RN	Bay Area Surgical Co., Inc.	POA0369	3,466.55	Supplies
U	3562	4301	6770 S		College Services	Office Depot Inc.	ODDS1022	8,440.64	Supplies
U	6260	4303	6450 S		Graduation	CCSF Bookstore	TP97818	7,500.00	Supplies
U	7257	4303	900 C		Engineering Dept	Mavry Welding Supply	PO97150	4,609.44	Supplies
U	4900	5190	6600 S		Central Services	Mason Tillman Associates, Ltd.	TPA3853	44,188.57	Consulting
U	2520	5190	6780 S		ITS-Administrative Applications	Sirata Information Group	TP96742	170,500.00	Consulting
U	3564	5350	6770 S		Mail Services	U.S. Postmaster	DP99985	6,000.00	Postage
U	3564	5350	6770 S		Mail Services	U.S. Postmaster	DPA3851	40,000.00	Postage
U	3522	5520	6570 S		Utilities	Sempra Energy Solution	DPA1814	5,877.53	Utilities
U	7184	5610	900 N		Apprenticeship Program	Marblesetting/Marblefinishing BAC Loca	TPA2007	8,089.02	Leases
U	7184	5610	900 N		Apprenticeship Program	Meat Cutters, JATC - UFCW Local 101	TPA2005	7,676.90	Leases
U	7184	5610	900 N		Apprenticeship Program	Stationary Engineers, JATC Local No. 3	TPA2008	54,467.40	Leases
U	4010	5802	6600 S		Vice Chancellor Student Development	Falcon Industrial Distributors	PO48068	7,540.94	Advertising
U	40	5802	6600 S		Public Information	SFNNNA(SF Neighborhood Newspaper Assoc.	DPA2603	4,074.30	Advertising
U	8360	5802	4900 C		Institutional Sup - Chntwn/NB	Yamaguma & Associates, Inc.	TPA1541	6,750.00	Advertising
					<b>Subtotal Unrestricted</b>			<b>379,181.29</b>	
42124C	8051	6202	7100 H		HS-Batmale Hall Expsn Jnt Repr	Contract Operations Planning, Inc.	CTA0955	18,195.00	Construction
42114C	8060	6202	7100 R		Ren-Nrth Gym Wellness Ctr-Constr	Department of Public Works	TPA1050	21,778.60	Construction
42094C	8813	6202	7100 C		CC-JA CC Playgmd Structre-Constr	Community Playground, Inc.	CTA1003	95,800.00	Construction
420687	8070	6202	7100 H		SM 00-01 CC install sawdust collect	DMG North, Inc.	POA0968	9,139.60	Construction
420687	8057	6202	7100 H		SM 00-01 CC install sawdust collect	Sanford Mechanical Equip. Co.	POA0996	17,441.38	Construction
420647	8051	6202	7100 H		SM 99-99 PH Rpl Bat Hall Elev Contr	Department of Public Works	DPA0990	53,861.00	Construction
420647	8051	6202	7100 H		SM 99-99 PH Rpl Bat Hall Elev Contr	Purchasing Dept. - Central Shops	DPA0991	13,927.00	Construction
420645	8070	6202	7100 H		SM 99-99 PH Vent. Sys Upgrd Vis Art	DMG North, Inc.	POA0968	6,666.04	Construction
420643	8070	6202	7100 H		SM 99-99 PH Vls Arts Sclpt Stud Exh	DMG North, Inc.	POA0968	26,119.14	Construction
420638	8051	6202	7100 H		SM 99-99 PH Rpr 3rd/4th Deck Drain	Contract Operations Planning, Inc.	CTA0955	72,980.00	Construction
420637	8064	6202	7100 H		SM 99-99 PH Rpl S. Gym Rlf Valves	Purchasing Dept. - Central Shops	DPA0991	6,897.00	Construction
420636	8811	6202	7100 H		JA Repair Exterior Masonry Cracks	Romkon, Inc	DP0989	37,794.00	Construction
415992	2510	5190	7100 T		Bond 2001 Issuance Prop-Contracts	Bhanji J	PSA1297	9,500.00	Consulting
415992	130	5190	7100 S		Bond 2001 Issuance Prop-Contracts	Morgan, Lewis & Bockius LLP	DP98326	3,360.28	Consulting
415992	2510	5190	7100 S		Bond 2001 Issuance Prop-Contracts	NBH Solutions, LLC	DPA0905	9,622.84	Consulting
415992	2510	5190	7100 S		Bond 2001 Issuance Prop-Contracts	NBH Solutions, LLC	CTA0904	68,000.00	Consulting
415992	2510	5656	7100 T		Bond 2001 Issuance Prop-Contracts	Tegrity Inc	POA1293	11,778.78	Software
415992	130	6201	7100 S		Bond 2001 Issuance Prop-Contracts	Blomquist Consultancy	DPA0985	16,666.00	Planning
415992	8312	6201	7100 S		Bond 2001 Issuance Prop-Contracts	BPS Reprographic Services	DPA1019	5,552.42	Planning
415992	2510	6413	7100 T		Bond 2001 Issuance Prop-Contracts	Dell Computer Corporation	POA1288	8,016.32	Equipment
415992	2510	6413	7100 T		Bond 2001 Issuance Prop-Contracts	Stealth Network Communications	POA1285	43,985.23	Equipment
415992	2510	6413	7100 T		Bond 2001 Issuance Prop-Contracts	Tegrity Inc	POA1293	18,423.22	Equipment
412022	130	6202	7100 S		S. E. Equipment, Phase II	JMA Construction	CTA1001	22,800.00	Construction
213902	7334	4303	2100 C		Family Child Care Training Institut	NAEYC	POA2466	3,866.68	Supplies
213902	7334	5540	2100 C		Family Child Care Training Institut	Holiday Inn	TPA4101	6,000.00	Utilities
213019	7334	4303	6920 N		Oralea Family Foundation	Rifton/Community Playthings	POA0148	3,781.36	Supplies
211201	7375	5210	2100 S		CA EC Mentoring Prog 00-01	Supershuttle Los Angeles, Inc.	TP98646	4,500.00	Travel
211201	7371	6431	2100 S		CA EC Mentoring Prog 00-01	KI	POA2365	4,038.83	Equipment
140855	20	5210	6600 S		Chancellor's Development Fund	Kosakura Tours & Travel	DP99713	4,165.00	Travel
127302	9210	5190	500 N		SF Airport Comm. - 41	Cal Inc	TPA1543	5,915.00	Consulting
125501	9220	5350	6820 N		Continuing Education Fees	P&DC Finance Station	DPA0451	3,000.00	Postage





125501	9220	5912	6820	N	Continuing Education Fees	I/Tech Services, Inc	DPA0445	3,224.00	Fees
125501	9220	5912	6820	N	Continuing Education Fees	I/Tech Services, Inc	DPA0442	3,730.50	Fees
125263	7114	4301	4900	N	SFTD/Muni Safety Training	CCSF Docutech Production Department	DPA1915	3,040.06	Supplies
125019	20	6203	6600	S	SF Foundation-Joint Use Facility	Cannon Facilities & Management Consult	DPA0977	4,115.00	Project Management
124512	7334	5190	1300	C	FI/TRDP Y2 CT#00-0137-004	Schiorring E	PSA1756	8,000.00	Consulting
123884	2510	5656	6780	S	Tel & Tech Infra/HR Program 00-01	The California State University	DPA1296	25,850.00	Software
123875	6110	5650	6490	N	Matriculation- Non Credit 01-02	Computenized Assess. & Placement Progr	DP94884	4,852.05	Maintenance
123855	9500	5633	6110	C	SB735-Inst Equip & Materials 01-02	CAPP Associates, Inc.	PO94542	4,708.90	Supplies
123855	7612	5656	1500	C	SB735-Inst Equip & Materials 01-02	Excelsior Software	PO99082	4,346.00	Software
123855	7421	6413	500	C	SB735-Inst Equip & Materials 01-02	Crucial Technology	PO97471	9,054.16	Equipment
123855	7508	6413	600	C	SB735-Inst Equip & Materials 01-02	Dell Computer Corporation	PO88582	3,288.01	Equipment
123855	7728	6413	1200	N	SB735-Inst Equip & Materials 01-02	Snader and Associates, Inc.	PO96762	3,702.42	Equipment
123855	8340	6414	6010	C	SB735-Inst Equip & Materials 01-02	Hall Research Technologies (HRT), Inc.	POA2763	6,465.99	Equipment
123855	7756	6414	1200	C	SB735-Inst Equip & Materials 01-02	PMX Medical	POA1199	3,111.46	Equipment
123854	7556	4301	4900	C	Inst Equip BlkGmt-One Time	Fong Brothers Printing, Inc.	PO96925	3,803.28	Supplies
123854	7260	6413	1900	C	Inst Equip BlkGmt-One Time	Dell Computer Corporation	POA3256	3,207.87	Equipment
123854	7556	6413	4900	C	Inst Equip BlkGmt-One Time	Dell Computer Corporation	PO96914	3,214.86	Equipment
123854	9500	6413	6110	C	Inst Equip BlkGmt-One Time	Venture Forth	POA0704	4,403.41	Equipment
123854	7116	6414	4900	C	Inst Equip BlkGmt-One Time	Troxell Communications, Inc.	PO96920A	3,938.56	Equipment
123706	7334	4103	2100	N	Foster Parent Education Prgm 01-02	Wolf Form Co., Inc	POA1961	4,497.32	Equipment
123527	6210	5202	6499	S	FSS/MCHS Year 3- 01-02	Middle College H.S. National Consortiu	POA3361	4,882.09	Books
123522	7612	5190	1500	C	FSS-ESL Across Curriculum	Spurling S	PS48198	3,500.00	Consulting
123516	50	5190	6600	S	FSS-Center for Stud Success YR-1	Phillips B	PSA1786	7,500.00	Consulting
123516	50	5190	6600	S	FSS-Center for Stud Success YR-1	Serban A	PSA1785	5,000.00	Consulting
123329	9210	5190	7030	N	Eco-JDIFP 01-02 CT#01-366-01	Mentor Training, Inc.	TPA2046	4,100.00	Consulting
123315	7421	5190	7099	S	Eco-SBDC 2001-2002	Camerato T	PSA1545	6,500.00	Consulting
123315	7421	5190	7099	S	Eco-SBDC 2001-2002	Waldau G	PSA1546	8,500.00	Consulting
123115	7905	7000	7320	N	Calworks Program 01-02	Freeman & Company	TPA4104	3,276.28	Subrecipient Cost
123115	7905	7000	7320	N	Calworks Program 01-02	Start to Finish Files	TPA1548	6,360.00	Subrecipient Cost
122512	7114	4303	900	N	SFDHS/Const Training Center	Home Depot	POA2036	3,095.55	Supplies
122505	7756	6413	1200	C	USDHHS/SFSU Health Path	Dell Computer Corporation	POA3171	5,243.59	Equipment
121906	50	7702	6470	C	SF Computers & Learning Expans Proj	San Francisco Housing Authority	DPA1776	24,040.50	Subrecipient Cost
121806	7720	7702	7320	C	Fipse/SFSU/CHW 00-01	San Francisco State University	DPA1783	24,480.00	Subrecipient Cost
121805	7720	7702	7310	C	Fipse/SFSU/CHW 99-00	San Francisco State University	DPA1783	10,742.00	Subrecipient Cost
121534	7173	5802	6470	S	Vatea T1B/Foothill Bay Area Reg Occ	The Dot Printer	POA1974	3,090.08	Advertising
121509	7421	6307	500	N	Vatea IIC 2001-2002	CDW Government, Inc.	PO92793	5,723.39	Software
121509	7528	6413	1000	C	Vatea IIC 2001-2002	CCSF Bookstore	POA1552	34,348.94	Equipment
121509	7756	6413	1200	C	Vatea IIC 2001-2002	Dell Computer Corporation	PO97472	5,469.27	Equipment
121509	7210	6413	700	C	Vatea IIC 2001-2002	Dell Computer Corporation	PO94115	8,176.75	Equipment
121509	7411	6413	500	N	Vatea IIC 2001-2002	Dell Computer Corporation	PO97467	38,976.67	Equipment
121509	7419	6413	700	N	Vatea IIC 2001-2002	Hall Research Technologies (HRT), Inc.	POA2766	6,465.99	Equipment
121509	7411	6413	500	N	Vatea IIC 2001-2002	MicroWarehouse	PO97469	3,232.49	Equipment
121509	7413	6414	500	C	Vatea IIC 2001-2002	Audio Graphic Systems	PO92792	3,571.51	Equipment
121509	7411	6414	500	N	Vatea IIC 2001-2002	Audio Graphic Systems	PO92792	3,571.51	Equipment
121509	7421	6414	500	N	Vatea IIC 2001-2002	Audio Graphic Systems	PO92792	3,582.21	Equipment
121509	7756	6414	1200	C	Vatea IIC 2001-2002	PMX Medical	POA3174	6,994.09	Equipment
121509	7742	6414	1200	C	Vatea IIC 2001-2002	Unifors Instruments c/o Radwest	PO85159	9,432.63	Equipment
121276	8180	4302	1500	N	English Literacy & Civics ED Grant	Pearson Education	PO98443	3,133.48	Books



121247	8180	4302	1500 N	ABE 321-Workforce Investment 01-02	Hall Research Technologies (HRT), Inc.	PO95940A	5,915.66	Books
121247	8180	4303	1500 N	ABE 321-Workforce Investment 01-02	Office Depot Inc.	ODA2758	4,518.84	Books
121247	8180	4303	1500 N	ABE 321-Workforce Investment 01-02	Troxell Communications, Inc.	POA0165	4,014.50	Books
				<b>Subtotal Restricted</b>			<b>1,020,906.84</b>	
				<b>Total Unrestricted and Restricted</b>			<b>1,400,088.13</b>	







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

G1-G11

**DATE:** June 27, 2002

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** Academic Employees  
Credit Program/Non-Credit Program  
District Funded  
City College of San Francisco  
(Resolutions 020627-G1-G11)

## BACKGROUND INFORMATION:

These resolutions cover district funded academic employees appointments and/or other related personnel transactions. Unless otherwise indicated in the resolution, appointments are classified as temporary. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

## BOARD OF TRUSTEES

RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG

DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE

DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester and department shown. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

## SUMMER 2002

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Division</u>
+ Barton, Gail G	Phys Education & Dance	Credit
Battel, William A	Office of Instruction	Credit
Burick, Kathleen L	Phys Education & Dance	Credit
+ Clark, Robert M	Counseling New Students	Credit
Cook, Kevin M.	English	Credit
Delacorte, Erika C	Learning Assistance	Credit
+ Duckworth, Edwin	Astronomy	Credit
Dulman, Marc	English	Credit
Gamboa, Robert M	English	Credit
Gee, Daven R	Film Production	Credit
Gibbs, Caroline L	Learning Assistance	Credit
Good, Maral	Disabled Stud Prog & Services	NonCredit
+ Graber, Mary R	Phys Education & Dance	Credit
Greger, Christopher K	English	Credit
+ Harris, Julie	Institute for Int'l Students	Credit
Helmy, Anna-Lisa	English As a Second Language	NonCredit
+ Hirose, Lynda M	Hotel & Restaurant Operation	Credit
Hughes, Jeanne M	Phys Education & Dance	Credit
Land, Kirkwood M	Biological Sciences	Credit
Lawson, Alliene M	Career Dev & Placement Ctr	Credit
Leiva, Jose L	Music	Credit
Maresca, Natasha R	Institute for Int'l Students	Credit
McDonnell, Patrick K	English	Credit
Merritt, Toney Wesley	Film Production	Credit
Moberg, Eric M	Phys Education & Dance	Credit
Montesano, Philip	Office of Instruction	Credit
Morabito, Salvatore	Foreign Languages	Credit
Mulholland, Patrice	English As a Second Language	NonCredit
+ Nelson-Lundy, Jessica	English	Credit
+ Obenchain, Cynthia	Institute for Int'l Students	Credit
Pang, Francis W	Automotive/Trade Skills	NonCredit
* Park, John J	English	Credit
Parr, David J	Music	Credit
+ Paz, Leo S	Foreign Languages	Credit
Punsalan, Douglas	Film Production	Credit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted

+ Quadra, Indiana G	Career Dev & Placement Ctr	Credit
Riley, Sheila Marion	English As a Second Language	Credit
Rothstein, Ira M	Film Production	Credit
+ Rush, George M	Mentoring & Service Learning	Credit
+ Sauve, James D	English	Credit
Shahani, Michael	Music	Credit
+ Spears, Deanne K	English	Credit
+ Staff, Coni D	Phys Education & Dance	Credit
+ Stewart, Barbara	Information Technology Svcs	Credit
+ Stewart, Debra M	African-American Retention	Credit
+ Thomas, Barbara E	Career Dev & Placement Ctr	Credit
* Tong, Philip T.	Bus/Office Tech/Small Bus	NonCredit
+ Ubungen, Josephine M	Career Dev & Placement Ctr	Credit
Vaudreuil, Laura M	English As a Second Language	NonCredit
+ Vitorelo, Joan C	Institute for Int'l Students	Credit
* Wang, Joyce X	Foreign Languages	Credit
+ White, Kathleen C	Child Dev. & Family Studies	Credit
Williams, Kirstin E	Student Devel & Activities	Credit
Williams, Kirstin E	Phys Education & Dance	Credit
Wise, Nicole Y	Counseling New Students	Credit
+ Wong, Paul	Institute for Int'l Students	Credit
+ Yiu, Winnie Lai Fai	Learning Assistance	Credit

G1 Summer 2002: 57

Total for G1: 57



RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and restricted program shown. Employment is contingent upon funds available in the applicable restricted program. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

## SUMMER 2002

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

Name	Department	Grant	Division
+ Fong, Raymond	Extended Oppo Prog & Services	EOPS Part A, B, & C 01-02	Credit
+ Gillette, Linda J	English As a Second Language	Matriculation- Credit 2001-2002	Credit
Griffin, Bernice Y	Extended Oppo Prog & Services	EOPS Part A, B, & C 01-02	Credit
Griffin, Bernice Y	Extended Oppo Prog & Services	EOPS Part A, B, & C 02-03	Credit
Guiuan, Antonio S	Extended Oppo Prog & Services	EOPS Part A, B, & C 01-02	Credit
Guiuan, Antonio S	Extended Oppo Prog & Services	EOPS Part A, B, & C 02-03	Credit
Hu, Thomas	Matriculation	Matriculation- Credit 2001-2002	Credit
Jenkins, Alvin	Extended Oppo Prog & Services	EOPS Part A, B, & C 01-02	Credit
Jenkins, Alvin	Extended Oppo Prog & Services	EOPS Part A, B, & C 02-03	Credit
+ Johnson, Paul L	Disabled Stud Prog & Services	Disabled Student Excess Cost 01-02	Credit
+ Johnson, Paul L	Disabled Stud Prog & Services	Disabled Student Excess Cost 01-02	NonCredit
+ Kwan, Marion	Extended Oppo Prog & Services	EOPS Part A, B, & C 01-02	Credit
+ Larin, Renato A	Extended Oppo Prog & Services	EOPS Part A, B, & C 01-02	Credit
+ Leung, Lorelei	Extended Oppo Prog & Services	EOPS Part A, B, & C 01-02	Credit
+ Leung, Lorelei	Extended Oppo Prog & Services	EOPS Part A, B, & C 02-03	Credit
Loo, Josephine S	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Lum, Lily Yuen	Matriculation	Matriculation- Credit 2001-2002	Credit
Michelucci, Mabel L	Extended Oppo Prog & Services	EOPS Part A, B, & C 01-02	Credit
Michelucci, Mabel L	Extended Oppo Prog & Services	EOPS Part A, B, & C 02-03	Credit
Mijatovic, Katarina	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Obenchain, Cynthia	Matriculation	Matriculation- Credit 2001-2002	Credit
+ Owens, Joyce	Extended Oppo Prog & Services	EOPS Part A, B, & C 01-02	Credit
+ Phillips, Catherine	English As a Second Language	Matriculation- Credit 2001-2002	Credit
+ Roberts, Laurie	English As a Second Language	Matriculation- Credit 2001-2002	Credit
+ Shoaf, William A	English As a Second Language	Matriculation- Credit 2001-2002	Credit
+ Sparks, Jack D.	Matriculation	Matriculation- Credit 2001-2002	Credit
Stanfield, Paula Kathleen	Extended Oppo Prog & Services	EOPS Part A, B, & C 01-02	Credit
+ Ta, Hoa M	Extended Oppo Prog & Services	EOPS Part A, B, & C 01-02	Credit
+ Tam, Mo-Shuet	English As a Second Language	Matriculation- Credit 2001-2002	Credit
Tragardh, Thomas	English As a Second Language	Matriculation- Credit 2001-2002	Credit
+ Walsh, Laura	English As a Second Language	Matriculation- Credit 2001-2002	Credit
+ Zanetto, Janet S	English As a Second Language	Matriculation-Credit 2000-2001	Credit

G2 Summer 2002: 32

Total for G2: 32

RESOLUTION 020627-G2

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Restricted

Total Records: 89

020627 - G3

Full-Time

First Year

Contract

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
Bibliowicz, Morris	English As A Second Language / Phelan	First Year Contract	Mitzi Cahn U-7612-1120-1500-N FF9521	08/14/02
Brown, Lori	Library Services / Various	First Year Contract	Ann Roberti U-9320-1230-6120-C FN9793	08/14/02
Cabading, Leon	New Student Counseling / Downtown	First Year Contract	Manuel Frias U-6474-1240-6300-C FN9966	08/14/02
Carballo, Pebble	Business / Phelan	First Year Contract	Ronald Rubin U-7421-1120-0500-C FF9704	08/14/02
Chandler, Andrew	Architecture / Phelan	First Year Contract	Robert Hamilton U-7208-1120-0200-C FF9937	08/14/02

G1 to G11

06/27/02

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020627 – G3 (Cont.)

Full-Time

First Year

Contract

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
Chen, Peijue	Child Development And Family Studies / Various	First Year Contract	Effie Kuriloff U-7334-1120-2100-N – 20% U-7334-1120-2100-C – 80% FF9796	08/14/02
de Cordova, Andre	Continuing Student Counseling / Phelan	First Year Contract	Rosemary Johnson U-6472-1240-6300-C FN9931	08/14/02
Guthrie, Terry	English As A Second Language / Phelan	First Year Contract	Peggy McCurdy U-7612-1120-1500-C FF9494	08/14/02
Hanson, Edward	Biological Sciences / Phelan	First Year Contract	Rosalind Kwok U-7224-1120-0400-C FF9908	08/14/02
Hasib, Shama	English As A Second Language / Phelan	First Year Contract	Robert Nelson U-7612-1120-1500-N FF9484	08/14/02
Kappra, Richard	English As A Second Language / Phelan	First Year Contract	Paul Nixon U-7612-1120-1500-N FF9441	08/14/02

G1 to G11

06/27/02

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020627 - G3 (Cont.)

Full-Time

First Year

Contract

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

Leonhardt, Edith	Biological Sciences / Various	First Year Contract	New UPFX-7224-1120-0400-C FF9172	08/14/02
Niosi, Andrea	Library Services / Various	First Year Contract	John Few U-7560-1230-6120-C FF9559	08/14/02
Pauly, Malinda	Chemistry / Phelan	First Year Contract	Alfred Lee U-7232-1120-1900-C FF9888	08/14/02
Parenteau, Muriel	Disabled Students Programs And Services / Phelan	First Year Contract	New 123208-7320-1220-6420-C - 60% 123208-7320-1220-6420-N - 40% FN9655	08/14/02
Sanelli, Andrea	English / Phelan	First Year Contract	Frederick Dyer U-7512-1120-1500-C FF9613	08/14/02

G1 to G11

06/27/02

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020627 - G3 (Cont.)

Full-Time  
First Year  
Contract

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
Schatz, Jason	Computer Science / Phelan	First Year Contract	New UPFX-7210-1120-0700-C FF9169	08/14/02
Schneider, Lynn	English As A Second Language / Various	Firs Year Contract	Leslie Smith U-7612-1120-1500-C FF9551	08/14/02
Torres, Edgar	Latin American Studies / Various	First Year Contract	Donald Ortiz U-7330-1120-6010-C FF9802	08/14/02
Truong, Ann	Business / Various	First Year Contract	James Poley U-7421-1120-0500-C FF9718	08/14/02
Westerberg, Karl	Physics / Phelan	First Year Contract	Jesse D. Wall U-7260-1120-1900-C FF9863	08/14/02

020627 – G4

**Full-Time  
Temporary**

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time temporary (long-term substitute) faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule.

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
ABEL, Jennifer	English As A Second Language / Phelan	Full-Time Temporary (Long-Term Substitute)	Tina Martin U-5120-1129-6010-C FS9999	08/14/02 – 12/20/02
CLARK, Leslie	English As A Second Language / Mission	Full-Time Temporary (Long-Term Substitute)	Kathleen Berkov U-5120-1129-6010-C FS9999	08/14/02 – 12/20/02
CUMMINS, James	English As A Second Language / Mission	Full-Time Temporary (Long-Term Substitute)	John Robinson U-5120-1129-6010-C FS9999	01/13/03 – 05/23/03
DEA, Lu Marla	English As A Second Language / Chinatown	Full-Time Temporary (Long-Term Substitute)	Lenni Terao U-5120-1129-6010-C FS9999	08/14/02 – 12/20/02
DENT, Carol	English As A Second Language / Alemany	Full-Time Temporary (Long-Term Substitute)	Robert Dawson U-5120-1129-6010-C FS9999	08/14/02 – 12/20/02
FONTANELLA, Ann	English As A Second Language / Phelan	Full-Time Temporary (Long-Term Substitute)	Mary Ann Cantrell U-5120-1129-6010-C FS9999	08/14/02 – 05/23/03

G1 to G11

06/27/02

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020627 – G4 (Cont.)

Full-Time  
Temporary

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time temporary (long-term substitute) faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule.

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
LERMA, Jess	English / Phelan	Full-Time Temporary (Long-Term Substitute)	Pamela Gentile, Shirley Illick, Mary Amsler, Mary LaMattery U-5120-1129-6010-C FS9999	08/14/02 – 05/23/03
LIU, Debra	English As A Second Language / Chinatown	Full-Time Temporary (Long-Term Substitute)	Agnes Chan – Fall Greg Keech – Spring U-5120-1129-6010-C FS9999	08/14/02 – 05/23/03
McFARLAND, Sheila	Broadcast Electronic Media Arts / Phelan	Full-Time Temporary (Long-Term Substitute)	Cecil Hale U-5120-1129-6010-C FS9999	08/14/02 – 05/23/03
MESSER, Alisa	English / Phelan	Full-Time Temporary (Long-Term Substitute)	Craig Kleinman U-5120-1129-6010-C FS9999	08/14/02 – 05/23/03
NIELSEN, Leif	English As A Second Language / John Adams / Mission	Full-Time Temporary (Long-Term Substitute)	Susan Lopez U-5120-1129-6010-C FS9999	08/14/02 – 12/20/02

G1 to G11

06/27/02

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020627 – G4 (Cont.)  
Full-Time  
Temporary

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time temporary (long-term substitute) faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule.

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
SHAH, Simaben	Computer Science / Phelan	Full-Time Temporary (Long-Term Substitute)	Constance Conner U-5120-1129-6010-C FS9999	08/14/02 – 12/20/02
SILVER, Elizabeth	English As A Second Language / Phelan	Full-Time Temporary (Long-Term Substitute)	Janet Thornburg U-5120-1129-6010-C FS9999	08/14/02 – 05/23/03
SZAJKO, Lidia	Film Production / Phelan	Full-Time Temporary (Long-Term Substitute)	Sally Gati – Fall Joan Young – Spring U-5120-1129-6010-C FS9999	08/14/02 – 05/23/03
TEAGUE, Alexandra	English / Phelan	Full-Time Temporary (Long-Term Substitute)	Pamela Gentile, Shirley Illick, Mary Amsler, Mary LaMattery U-5120-1129-6010-C FS9999	08/14/02 – 05/23/03
TREGO, Roland	English As A Second Language / Downtown	Full-Time Temporary (Long-Term Substitute)	Mary Frandina U-5120-1129-6010-C FS9999	08/14/02 – 12/20/02

020627-G5

Reassignment

**RESOLVED:** That effective August 14, 2002, CUNNINGHAM, ERIN to be reassigned workload from the full-time, Tenure-Track academic position in the Licensed Vocational Nursing Department to the Registered Nursing Department as a Registered Nursing (Medical-Surgical) Instructor.

020627-G6

Amendment  
to Resolution

**RESOLVED:** That the following named academic employee appointed to Resolution 020530-G4, Full-Time, Temporary (Long-Term Substitute) faculty assignment be **CANCELED**:

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
MELLQUIST, Kenneth	Mathematics / Phelan	Full-Time Temporary (Long-Term Substitute)	Fred Teti U-5120-1129-6010-C FS9999	08/14/02 - 05/23/03

G1 to G11

06/27/02

Page 13 of 16

020627 - G7

Name Change

**RESOLVED:** That the name of the following academic employee be changed for record purposes:

FROM	TO
Boufis, Christina M.	Peterson, Christina Boufis

020627 - G8

Leave of  
Absence

**RESOLVED:** That for the effective dates shown the following named academic personnel be granted leave of absence:

NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION	EFFECTIVE DATES
Ko, Hoi M.	Aeronautics/Airport	17.B	08/14/02 - 05/23/03
Martinez, Anita	ESL/Phelan	17.B	08/14/02 - 05/23/03

020627 - G9

Reduced Workload  
Pre-Retirement  
Reduction

**RESOLVED:** That the Academic Year indicated the following academic personnel be granted Reduced Workload - Pre-Retirement Reduction status at City College of San Francisco, subject to receipt of approval from the State Teachers' Retirement System, as follows:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
Songco, Warlita B.	LVN/John Adams	Work 86% every Fall and Spring	Fall 2002 through Spring 2005

020627 - G10  
Amendment  
to Resolution

**RESOLVED:** That Resolution 980625-G10, Amendment to Resolution (amending Resolution 980528-G7, Reduced Workload Pre-Retirement Reduction), be amended in part to show the following:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
<u>CHANGE</u> <u>FROM:</u>			
Von Bozzay, George	Behavioral Sciences/Phelan	Work 40% Fall and 60% Spring	Fall 1998 through Spring 1999
		Work 0% every Fall and 100% every Spring	Fall 1999 through Spring 2003
<u>CHANGE</u> <u>TO:</u>			
Von Bozzay, George	Behavioral Sciences/Phelan	Work 40% Fall and 60% Spring	Fall 1998 through Spring 1999
		Work 0% every Fall and 100% every Spring	Fall 1999 through Spring <u>2004</u>



020627 - G11

Department

Chairperson

Stipends

2002-2003

**RESOLVED:** That the following named supervisors be assigned additional responsibilities during the Academic year 2002-2003; payment for these responsibilities shall be the stipend amount indicated for the academic year and pro-rated to the days served.

NAME	DEPARTMENT	STEP	STIPEND
Boegel, Tom	Computer Science	1	6,970.00
Brown, Brenda	Counseling - New Student	1	5,227.00
Fong, May	Consumer Education	7	5,574.00
Jew, Carl	Counseling - Transfer Student	1	1,743.00
Massi, Wood	Older Adults	7	5,574.00
McKnight, Lindy	Counseling - Continuing Student	1	5,227.00
Thiry, Pierre	Computer Networking and Information Technology	1	5,227.00
Wong, Paul	Counseling - International Student	1	1,743.00



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

H1

**DATE:** June 27, 2002

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** Academic Employees  
Credit Program/Non-Credit Program  
Categorically Funded  
City College of San Francisco  
(Resolutions 020627-H1)

## BACKGROUND INFORMATION:

Resolutions 020627-H1 cover categorically funded temporary academic employees appointments and/or other related personnel transactions pursuant to the provision of California Education Code #87470. All Appointments are classified as temporary, when services are required and funds are provided. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

## BOARD OF TRUSTEES

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DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE

DR. PHILIP R. DAY, JR., CHANCELLOR

100

**RESOLVED:** That the following named persons be appointed to temporary part-time academic assignments for the semester, department and grant shown. Employment is pursuant to Education Code section 87470 and contingent upon funds available in the applicable Grant/Contract. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

**SUMMER 2002**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Grant</u>	<u>Division</u>
Abma, Deanna P	Vocational Education	Vatea IIIIE Tech Prep 01-02	Credit
Alexander, Horace V	Affirmative Action	Partnership for Excellence	Credit
Anderson, Byron E	Vocational Education	Eco-ATTC 01-02 CT#01-301	NonCredit
Bibliowicz, Morris Z	Contract Education	Safeway	NonCredit
Boone, Anthony G	Contract Education	San Francisco Airport Comm - 39	NonCredit
Boone, Anthony G	Contract Education	City Dept-Variou SMCT	NonCredit
+ Cabral, Barbara A	Student Health	Student Health/SFDPH/HIV Safe	Credit
Carrese, John Matt	Contract Education	SF Hotel Partnership Project-2	NonCredit
+ Cheng, Eva Yuen	Career Link	WIA/Pic SF Assessment Center	NonCredit
Clark, Leslie E	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	Credit
+ Clark, Sunny L	Student Health	Student Health Fees	Credit
Conahan, Barbara J	Student Health	Student Health Fees	Credit
Drew, Glenda Ann	Vocational Education	Vatea IIIIE Tech Prep 01-02	NonCredit
Elliott, Barbara B	Vocational Education	Vatea IIC 2001-2002	NonCredit
Evans, Brenda T	Student Health	Student Health Fees	Credit
+ Gibson, Nina G	Mentoring & Service Learning	Partnership for Excellence	Credit
Grohe, William E.	Biological Sciences	Genentech - Biolink Registry	Credit
+ Guichard, Margaret	Vocational Education	Vatea IIIIE Tech Prep 01-02	NonCredit
Guo, Sujuan	English As a Second Language	English Literacy & Civics ED Grant	NonCredit
+ Holbert, Raymond	Vocational Education	Vatea IIIIE Tech Prep 01-02	NonCredit
Hovanesian, Suzanne A.	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	Credit
Jackson, Lawrence J	Bus/Office Tech/Small Bus	SF Computers & Learning Expans Proj	NonCredit
+ Johnson, Elaine A	Biological Sciences	NSF Biolink 00-01	Credit
+ Johnson, Gregory A	Career Link	WIA/Pic SF Assessment Center	NonCredit
Kearsley, Jeanne	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	Credit
+ Killebrew, Ann	Vocational Education	Vatea IIC 2001-2002	NonCredit
+ Korey, Suzanne	Vocational Education	SFTD/Muni Safety Training	NonCredit
+ Korey, Suzanne	Vocational Education	Eco-ATTC 01-02 CT#01-301	NonCredit
Krost, Mary Robe	Contract Education	San Francisco Airport Comm - 39	NonCredit
Kwan, Dan Bing	Health Science	Vatea IIC 2001-2002	Credit
Lau, Pennie S	Contract Education	SF Hotel Partnership Project-2	NonCredit
Lawson, Alliene M	Cal Works	Temp Assist for Needy Family 01-02	Credit
+ Leber, Lorraine Loui	Vocational Education	Vatea IIIIE Tech Prep 01-02	NonCredit
Lewis, Christa M	Contract Education	ECO-Workplace 01-02 CT#01-312-008	NonCredit



TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: Categorically Funded.

Lewis, Christa M	Contract Education	US Dept of Education	NonCredit
Lewis, Christa M	Contract Education	Bank of America	NonCredit
Lewis, James Benn	Vocational Education	FSS-Learn to Earn More- Year 2	NonCredit
Loo, Josephine S	Vocational Education	Vatea IIIE Tech Prep 01-02	NonCredit
Loo, Josephine S	Vocational Education	Vatea IIIE Tech Prep 01-02	Credit
+ Lum, Jerry W	Vocational Education	Vatea IIIE Tech Prep 01-02	NonCredit
+ Malone, Suzanne B	Bus/Office Tech/Small Bus	Eco-SBDC 2001-2002	NonCredit
+ Malone, Suzanne B	Bus/Office Tech/Small Bus	CTCA/SB Dev C01-0132	NonCredit
+ McAteer, Robert Anth	Vocational Education	Vatea IIIE Tech Prep 01-02	NonCredit
+ McCarthy, Denise Kath	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	Credit
McCrosky, Stephen	Student Health	Student Health Fees	Credit
McCuskey, Sarah C	Student Health	Student Health Fees	Credit
McNichol, Thomas p.	Mentoring & Service Learning	Partnership for Excellence	Credit
+ Meunier-Fiebelkorn, Murie	Child Dev. & Family Studies	Foster Parent Education Prgm 01-02	Credit
Mijatovic, Katarina	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	Credit
+ Miller, David A	Vocational Education	Vatea IIC 2001-2002	NonCredit
Minkus, Paula K	Child Dev. & Family Studies	Orfalea Family Foundation	Credit
+ Mireles, Enrique	Learning Assistance	Vatea IIIE Tech Prep 01-02	Credit
+ Mireles, Enrique	Vocational Education	Vatea IIIE Tech Prep 01-02	Credit
+ Moriwaki, Kathleen M	Vocational Education	SFTD/Muni Safety Training	NonCredit
+ Nelson, Anna	Vocational Education	Vatea IIC 2001-2002	NonCredit
Okamoto, Nancy	Student Health	Student Health Fees	Credit
Parcell, Celeste J	Vocational Education	Vatea T1B-Statewide Sp Proj Collabr	Credit
Parcell, Celeste J	Career Link	WIA/Pic SF Assessment Center	NonCredit
Platford, Olivia	Vocational Education	SFTD/Muni Safety Training	NonCredit
Platford, Olivia	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	Credit
Polk, Andrea	Student Health	Student Health Fees	Credit
+ Quadra, Indiana G	Career Link	JTPA/Assessment Fees	NonCredit
+ Quinn, Denise	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	Credit
+ Racek, Barbara M	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	Credit
Redfern, Mary A	Student Health	Student Health Fees	Credit
Reed, Robert W	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	Credit
Rodriguez, Dora E	Vocational Education	Vatea IIC 2001-2002	NonCredit
+ Romero, Manuel G	Vocational Education	SFDHS/Const-Training Center	NonCredit
+ Rosales-Uribe, Maria	Transitional Studies	FSS-Institutionalization ESL/Civic	NonCredit
Ruane, Susan H	Mentoring & Service Learning	CCFC/UCB Policy Analysis for CA Ed	Credit
Rush, Helen	Bus/Office Tech/Small Bus	SF Computers & Learning Expans Proj	NonCredit
Ryan, Thomas	Vocational Education	Vatea IIC 2001-2002	Credit
Ryan-Garrison, Kate	Career Link	WIA/Pic SF Assessment Center	NonCredit
+ Scholnick, Nadia F	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	Credit
+ Schultz, Gabriella T	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	Credit
+ Seymour, Sharon S	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	Credit
Speraw, Andrea Ruth	Vocational Education	Vatea T1B/Foothill Bay Area Reg Occ	NonCredit
Stark, L. Susa	Vocational Education	Eco-JDIFP 01-02 CT#01-366-01	NonCredit
Taylor, Terri	Career Link	WIA/Pic SF Assessment Center	NonCredit
+ Thornton, Kyle Rich	Vocational Education	Vatea IIC 2001-2002	NonCredit
Villazana-Ruiz, Maria del	Child Dev. & Family Studies	Family Child Care Training Institut	Credit
Villazana-Ruiz, Maria del	Child Dev. & Family Studies	Foster Parent Education Prgm 01-02	NonCredit
+ Watkins, Judith Sass	Vocational Education	SFTD/Muni Safety Training	NonCredit
+ Watkins, Judith Sass	Vocational Education	Eco-JDIFP 01-02 CT#01-366-01	NonCredit
Wolf-Prusan, Rebecca J	Career Link	WIA/Pic SF Assessment Center	Credit



TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: Categorically Funded.

Wolf-Prusan, Rebecca J	Mentoring & Service Learning	Partnership for Excellence	Credit
+ Wong, Kathleen J	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	Credit
Wood, Janice R.	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	Credit
Yee, Edna	Student Health	Student Health Fees	Credit
Yeung, Ellen L	English As a Second Language	English Literacy & Civics ED Grant	NonCredit

H1 Summer 2002: 90

Total for H1: 90

Total Records: 90



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 27, 2002 **L1**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** Human Resources  
Authorization to amend employment Contract (s)  
(Resolution No. 020627 - L1)

## BACKGROUND INFORMATION:

The Board of Trustees by Resolution No. 791120-B1 has made available to its employees the provisions of Section 403 (b) of the United States Internal Revenue Code and Section 17501 of the California Revenue and Taxation Code.

Employees of the San Francisco Community College District may enter into an amendment of their employment contracts for the purpose of effecting a reduction in the salaries paid to such employees, and that for each employee who voluntarily elects to accept such reduction in his or her salary, the San Francisco Community College District shall, as directed by such employee, a) purchase, with an amount equal to the reduction in salary, a nontransferable annuity contract issued by an insurance company selected by the employee concerned, or b) contribute an amount equal to such reduction in salary to a custodial account of a custodian selected by the employee, in which all rights under said custodial account shall be exercisable by the employee concerned.

## RECOMMENDATION:

**RESOLVED:** That the Board of Trustee of the San Francisco Community College amend employment contract for the purpose of (a) purchasing tax sheltered annuities, (b) contributing to tax sheltered custodial accounts, for those employees requesting such purchases or contributions, and (c ) termination of the amendment to employment contract, complying with the provisions of Section 403 (b) of the United States Internal Revenue Code, and Section 17501 of the California Revenue and Taxation Code.

### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

a) <u>INSURANCE COMPANIES</u>	<u>Bi-Weekly AMOUNT</u>
GALIC	450.00
IDS	325.00
Lincoln	400.00
Met Life	75.00
Met Life	396.60
Met Life	75.00
Met Life	300.00
New York Life	200.00
Security First	250.00
Security First	100.00
Security First	210.00
Security First	50.00
Security First	30.00
Security First	175.00
Tiaa-Cref	100.00

b) <u>CUSTODIAL ACCOUNTS</u>	<u>BI-WEEKLY AMOUNT</u>
American Fund	680.00
T. Rowe Price	100.00
Vanguard	100.00
Vanguard	150.00
Vanguard	50.00

c) <u>TERMINATION/CANCELLATIONS</u>	<u>BI-WEEKLY AMOUNT</u>
GALIC	25.00
Janus	200.00
Janus	150.00
Janus	150.00
Met Life	90.00
New York Life	280.00
Valic	200.00

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to purchase such annuity contracts or contribute to such custodial accounts, subject to ratification by the Board of Trustees.

James Kendrix, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

N1

DATE: June 27, 2002

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: Academic Employees  
Community Services Classes  
City College of San Francisco  
(Resolutions 020627-N1)

## BACKGROUND INFORMATION:

Resolutions 020627-N1 covers appointments of academic employees to Community Service Classes and/or other related transactions pursuant to the provisions of California Education Code #78300. All appointments are classified as temporary, hourly unless otherwise stated in the resolution. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

N1

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06/27/02

## BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

106



**RESOLVED:** That the following named persons be appointed to temporary part-time academic assignments in Community Services and related Programs pursuant to Education Code Section 78300. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered as full-time assignments for regular employees having comparable duties. Total overload/extra pay assignments for full-time faculty shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

**SUMMER 2002**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Division</u>
Armstrong, Karen D	Community Services	NonCredit
Axt, Anita A	Community Services	NonCredit
Baranowski, Joyce	Community Services	NonCredit
Barrett, Benjamin Alan	Institute for Int'l Students	NonCredit
Berston, Hyman M	Community Services	NonCredit
Bruvry, Patricia	Community Services	NonCredit
Chin, Lawrence	Community Services	NonCredit
Culp, James Samuel	Community Services	NonCredit
Djordjevich, Nada	Community Services	NonCredit
Garcia, Ana R	Community Services	NonCredit
Goldwach, Richard	Community Services	NonCredit
Goodheart, Marianna R.	Community Services	NonCredit
Grannis, Anne C	Community Services	NonCredit
Grauberger, Mary E	Community Services	NonCredit
Gray, Marion R.	Community Services	NonCredit
Holt, Liam J	Institute for Int'l Students	NonCredit
Hope, Linda M.	Community Services	NonCredit
Kleindolph, Andrew J	Community Services	NonCredit
+ Larson, Penelope A	Institute for Int'l Students	NonCredit
Lieb, Reddy C	Community Services	NonCredit
Long, Electra L	Community Services	NonCredit
Maia, Luciano Sonntag	Community Services	NonCredit
McMullen II, John A.	Community Services	NonCredit
Pastine, Francesca	Community Services	NonCredit
Reguzzoni, Franco	Community Services	NonCredit
Reisberg, Mira	Community Services	NonCredit
Ruben, Jacqueline J	Community Services	NonCredit
Ruiz de la Pena, Martha	Community Services	NonCredit
Saltsman, Nancy E	Community Services	NonCredit
Sandkuhler, Iris Evelyn	Community Services	NonCredit
Scotta, Elizabeth M	Community Services	NonCredit
Shain, Allen I.	Community Services	NonCredit
Simons, Mark S.	Community Services	NonCredit
Tabarracci, Jenny	Community Services	NonCredit
Valesco, Frances K.	Community Services	NonCredit

Van der Valk, Anna-Lis	Community Services	NonCredit
White, Mira M.	Community Services	NonCredit
Whitman, Patricia T.	Community Services	NonCredit
Whitmore, Tina	Community Services	NonCredit
Willard, Deborah A	Community Services	NonCredit
Wisniewski, Nina L.	Community Services	NonCredit
Woodman, Catherine L	Community Services	NonCredit
Ziemann, Mark J.	Community Services	NonCredit

*N1 Summer 2002: 43***Total for N1: 43****Total Records: 43**





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 27, 2002

S1

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: SPECIAL:

Recommend Adopting an Amendment to the Collective Bargaining Agreement between the American Federation of Teachers Local 2121 and the San Francisco Community College District  
(Resolution No: 020627-S1)

## BACKGROUND INFORMATION:

The Collective Bargaining Agreement (CBA) between the San Francisco Community College District (District) and the American Federation of Teachers Local 2121 (AFT) effective July 1, 2000, through June 30, 2003, provides for reopener negotiations. On June 10, 2002, representatives of the District and of the AFT reached a tentative agreement regarding an amendment (Amendment) to the CBA for Fiscal Year 2002-2003. Thereafter the Union Executive Board ratified the Amendment. The Board of Trustees pursuant to Government Code Section 3547.5 previously disclosed at the September 28, 2000, public meeting the major provisions of the CBA, including costs to be incurred under the CBA for the time period covered by the CBA. The Amendment to the CBA will not result in any additional cost to the District for Fiscal Year 2002-2003.

## RECOMMENDATION:

**RESOLVED:** That the Board of Trustees approves, ratifies and adopts the Amendment to the CBA (Attachment A) to be effective on the dates specified therein;

**FURTHER BE IT RESOLVED:** That the Chancellor and the Vice Chancellor of Finance and Administration, and/or their designee(s) are hereby authorized and directed to implement this Resolution and to submit any necessary finance resolutions to fund implementation of this Resolution.

Originator: Peter Goldstein  
with Steve Hale

06/27/02 – S1 Page 1 of 2

### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR



Resolution No. 020627.S1 ATTACHMENT A  
Side Letter  
2000-2003 Collective Bargaining Agreement  
between  
American Federation of Teachers Local 2121  
and  
San Francisco Community College District  
June 10, 2002

Pursuant to Article 1.D (Reopeners) and Article 20 (Compensation/Salaries), the parties have reached agreement with respect to amendments to the 2000-2003 Collective Bargaining Agreement (CBA) for Fiscal Year 2002-2003. This Side Letter ("Agreement") sets forth the terms of the parties' agreement. Relevant provisions of the 2000-2003 CBA are incorporated by reference and made a part of this Agreement as though fully set forth herein.

- Bargaining unit members' wage rates shall be increased across-the-board two percent (2%) effective January 13, 2003. This increase shall be "on schedule." In the event that the State Cost of Living Adjustment (COLA) for 2002-2003 is less than 2%, the difference between COLA and 2% shall be considered an advance on Formula Revenue for 2002-2003 (Article 20.A.1 et seq. and Article 20. A.2 and 3 et seq.)
- Consistent with Article 20.A.2.4, the parties shall determine the amount of "new revenues" available for distribution (Article 20.A.2.4 et seq.)
- The parties agree that the formula calculation for AFT effective June 30, 2003, will not result in a negative number (Article 20.A.2 et seq. and Exhibits L and M)
- Bargaining unit members who retire from District service with an effective date on or between August 1, 2002, and June 30, 2003, shall receive a retroactive increase in wage rates equivalent to two percent (2%); this retroactive increase in wage rates shall cover the period from August 1, 2002, through January 12, 2003, as appropriate.
- Effective Academic Year 2002-2003, a portion of the existing \$50,000 set aside (CBA Exhibit L, Section 2), may be used to partially reimburse parking fees for faculty assigned to the St. Mary's site (880 Clay Street) in addition to faculty assigned to the Downtown Campus (Article 20.A.2.3.1 and Exhibit L, Section 2)
- Effective Academic Year 2002-2003, the Union and the District shall establish a mechanism to partially reimburse new members of the bargaining unit for their cost of fingerprinting, utilizing a portion of the existing \$50,000 set aside (CBA, Exhibit L, Section 2)
- The District shall make all reasonable efforts to implement the "Commuter Check" program during the Fall semester 2002. The Union shall contribute a reasonable amount for the administrative costs of the program, utilizing a portion of the existing \$50,000 set aside (CBA, Exhibit L, Section 2)
- This Agreement shall be subject to reopener negotiations by either party once the State Budget for 2002-2003 is adopted. Either party seeking to reopen negotiations must notify the other party of its intent within thirty (30) calendar days of the adoption of the State Budget.
- This Agreement is subject to ratification

Executed By: /s/ Chris Hanzo  
AFT 2121

Dated: 6/10/02

Executed By: /s/ Peter Goldstein  
District

Dated: 6/10/02



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 27, 2002

S2

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: SPECIAL:

Recommend Adopting an Amendment to the Collective Bargaining Agreement between the Service Employees International Union Local 790 and the San Francisco Community College District  
(Resolution No: 020627-S2)

## BACKGROUND INFORMATION:

The Collective Bargaining Agreement (CBA) between the San Francisco Community College District (District) and the Service Employees International Union Local 790 (SEIU) effective July 1, 2000, through June 30, 2003, provides that the CBA may be modified by the voluntary and mutual consent of the parties. On May 31, 2002, representatives of the District and of the SEIU reached a tentative agreement regarding an amendment (Amendment) to the CBA for Fiscal Year 2002-2003. Thereafter the membership of the Union ratified the Amendment. The Board of Trustees pursuant to Government Code Section 3547.5 previously disclosed at the July 12, 2000, public meeting the major provisions of the CBA, including costs to be incurred under the CBA for the time period covered by the CBA. The Amendment to the CBA will not result in any additional cost to the District for Fiscal Year 2002-2003.

## RECOMMENDATION:

**RESOLVED:** That the Board of Trustees approves, ratifies and adopts the Amendment to the CBA (Attachment A) to be effective on the dates specified therein;

**FURTHER BE IT RESOLVED:** That the Chancellor and the Vice Chancellor of Finance and Administration, and/or their designee(s) are hereby authorized and directed to implement this Resolution and to submit any necessary finance resolutions to fund implementation of this Resolution.

Originator: Peter Goldstein  
with Steve Hale

06/27/02 – S2 Page 1 of 3

### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

**Tentative Agreements Reached May 31, 2002**  
**SEIU, Local 790 and San Francisco Community College District (Subject to Ratification)**

- It is understood that there will be no district-initiated layoffs during fiscal year 2002-03
- The District shall provide on a one-time, non-precedent-setting basis, three additional designated days off in Fiscal Year 2002-2003 as follows: July 5, 2002,<sup>1</sup> December 23, 2002, and December 24, 2002. School Term Only employees not scheduled to work on these designated days shall be provided one floating holiday
- The District shall provide a total of 40 hours of compensatory time (Bonus Paid Time Off) for full-time full-year employees, to be awarded in Fiscal Year 2002-2003. For School Term Only employees an individually based calculation will be created to determine a pro-rated number of compensatory hours (BPTO) for each of these employees. The calculation will use 2080 hours as the number of work hours for a full-time full-year employee. The resulting calculation will be rounded up to the next highest hour. For example:

An employee works 180 days, 8 hours each day will receive:

$$\frac{(180 \times 8)}{2080} = 1440/2080 = 69\%, \text{ therefore } 69\% \times 40\text{hrs BPTO} = 27.7 \text{ hrs} = 28 \text{ hours}$$

- The Addition of Step 6 to the District Salary Schedules will begin July 1, 2002 (Article 37.G)
- Employees who retire with an effective date between September 1, 2002, and June 30, 2003, shall receive a retroactive increase of four percent (4%); this four percent increase shall cover the period from September 1, 2002, through January 3, 2003, as appropriate
- The Union and the District shall establish a work group during Summer 2002 so that a pilot project for alternate work schedules may begin in Fall semester 2002, for specified Public Safety personnel, consisting of four, ten hour work days within the forty (40) hour work week
- The District appreciates the Union's concern regarding custodial staffing. In response, the District will employ temporary, part-time custodians (2708s) on an as needed basis working up to 15 hours per week to lessen the need for overtime by the start of the Fall semester 2002
- The Union and the District agree that the Classified Wage Increase of four percent (4%) effective September 1, 2002, shall be deferred until January 4, 2003 (Article 37.A) (January 4 is the beginning date of the first pay period in 2003)
- The Union and the District agree that (1) agreed upon Pay Equity Adjustments shall be effective January 4, 2003, and (2) such Adjustments shall be funded from an allocation of \$125,000 (Article 37.C)

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<sup>1</sup> A skeletal crew of classified staff will be required to work to support the instructional offerings on July 5, 2002. Employees who are required to work on July 5, 2002, shall earn compensatory time at the rate of time and one-half.



- The Union and the District agree that (1) agreed upon Inequity Adjustments shall be effective January 4, 2003, and (2) the total amount allocated for such Adjustments shall be \$56,000 (Article 37.D and Side Letter re Article 37.D)
- The Union and District agree that the second round of temporary employee conversions to permanent status will be deferred until January 4, 2003
- The Union and the District agree that all other provisions of the 2000-03 Collective Bargaining Agreement shall continue unchanged

May 31, 2002

/s/ Dr. Philip R. Day, Jr.  
Chancellor

May 31, 2002

/s/ Ed Warshauer  
SEIU 790 Representative







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 27, 2002

S3

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: SPECIAL

Recommend Adopting an Amendment to the Collective Bargaining Agreement between the San Francisco Building and Construction Trade Council Unions and the San Francisco Community College District  
(Resolution No: 020627-S3)

## BACKGROUND INFORMATION:

The Collective Bargaining Agreement (CBA) between the San Francisco Community College District (District) and the San Francisco Building and Construction Trade Council Unions (SFBCTCU) effective July 1, 2001, through June 30, 2003, may be modified by the voluntary and mutual consent of the parties. On June 6, 2002, representatives of the District and of the SFBCTCU reached a tentative agreement regarding an amendment (Amendment) to the CBA for Fiscal Year 2002-2003. Thereafter the membership of the Union ratified the Amendment. The Board of Trustees pursuant to Government Code Section 3547.5 previously disclosed at the March 21, 2002, public meeting the major provisions of the CBA, including costs to be incurred under the CBA for the time period covered by the CBA. The Amendment to the CBA will not result in any additional cost to the District for Fiscal Year 2002-2003.

## RECOMMENDATION:

**RESOLVED:** That the Board of Trustees approves, ratifies and adopts the Amendment to the CBA (Attachment A) to be effective on the dates specified therein;

**FURTHER BE IT RESOLVED:** That the Chancellor and the Vice Chancellor of Finance and Administration, and/or their designee(s) are hereby authorized and directed to implement this Resolution and to submit any necessary finance resolutions to fund implementation of this Resolution.

Originator: Peter Goldstein  
with Steve Hale

**Side Letter**  
**2001-2003 Collective Bargaining Agreement**  
**between**  
**San Francisco Building & Construction Trade Council Unions**  
**and**  
**San Francisco Community College District**  
**(Subject to Ratification)**

- It is understood that there will be no District-initiated layoffs of bargaining unit employees during Fiscal Year 2002-03 (Article III, Section R)
- The District shall provide on a one-time, non-precedent-setting, basis three additional designated days off in Fiscal Year 2002-2003 as follows: July 5, 2002,<sup>1</sup> December 23, 2002, and December 24, 2002
- The District shall provide a total of 40 hours of compensatory time (bonus paid time off) for full-time, full-year employees to be awarded in Fiscal Year 2002-2003. This 40 hours of compensatory time is not subject to the 240 hour maximum (Article III, Section C.4.b)
- The 40 hours of compensatory time referenced above shall be subject to the pay out language in Article III, Section C.5
- The Union and the District agree that the increase in base wages of two and one-half percent (2.5%), effective July 1, 2002, shall be deferred until January 4, 2003. Therefore, all bargaining unit employees shall receive a five percent (5%) increase in base wages effective January 4, 2003 (Article III, Section A and Exhibits A.3 and A.4) (January 4 is the beginning date of the first pay period in 2003)
- Employees who retire with an effective date between July 1, 2002, and June 30, 2003, shall receive a retroactive increase of two and one-half percent (2.5%); this 2.5% percent increase shall cover the period from July 1, 2002, through January 3, 2003, as appropriate.
- The Union and the District agree that the *Lead Worker Pay* provision (Article III, Section B.5) is amended as follows: "Retroactive to July 1, 2001, employees designated by their supervisor as lead workers shall be entitled to \$9.00 per day premium when required to plan, design, sketch, layout, detail, estimate, order material or take the lead on any job when at least two employees in the same class are assigned. Effective July 1, 2002, the rate shall be \$10.00 per day."

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<sup>1</sup> A skeletal crew of classified staff will be required to work to support the instructional offerings on July 5, 2002. Employees, who are required to work on July 5, 2002, shall earn compensatory time at the rate of time and one-half.

- The Union and the District agree that all other provisions of the 2001-2003 Collective Bargaining Agreement shall continue unchanged



Side Letter  
2001-2003 Collective Bargaining Agreement  
between  
San Francisco Building & Construction Trade Council Unions  
and  
San Francisco Community College District  
(Subject to Ratification)

**SIGNATURE PAGE**

FOR THE DISTRICT:

\_\_\_\_\_  
/s/ Dr. Philip R. Day, Jr.  
Dr. Philip R. Day, Jr., Chancellor  
Secretary, Board of Trustees

Date: 6/11/02

FOR THE UNION:

\_\_\_\_\_  
Northern California Carpenters Regional  
Council/Local 22

Date: \_\_\_\_\_

\_\_\_\_\_  
Bay Counties District Council of Painters  
No. 8 Local 4

Date: \_\_\_\_\_

\_\_\_\_\_  
Teamsters Local 853, West Bay Division,  
International Brotherhood of Teamsters

Date: \_\_\_\_\_

\_\_\_\_\_  
International Brotherhood of Electrical  
Workers, Local 6

Date: \_\_\_\_\_

\_\_\_\_\_  
Laborers International Union of North  
America, Local 261

Date: \_\_\_\_\_

\_\_\_\_\_  
United Association of Journeymen and  
Apprentices of the Plumbing and Pipe  
Fitting Industry, Local 38

Date: \_\_\_\_\_



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 27, 2002

S4

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: SPECIAL**

**Recommend Adopting Amended Wage Rates and Other  
Terms and Conditions of Employment for Unrepresented  
Classified Management, Supervisory, and Confidential  
Employees for Fiscal Year 2002-2003  
(Resolution No. 020627-S4)**

**BACKGROUND INFORMATION:**

The administration maintains a record of all unrepresented classified "Management," "Supervisory," and/or "Confidential" classifications, or persons or positions within classifications (hereinafter "employees") consistent with its obligation under the Educational Employment Relations Act (EERA, Government Code Section 3540 et seq.). The Chancellor is recommending adjusting the wage rates and other terms and conditions of employment for unrepresented classified employees as set forth herein for Fiscal Year 2002-2003.

**RECOMMENDATION:**

**RESOLVED:** That the Board of Trustees adopts amended wage rates and other terms and conditions of employment for unrepresented classified employees for Fiscal Year 2002-2003 as follows:

General Wage Increase

The wage rates in effect as of July 1, 2002, shall be increased across the board by four percent (4.0%), effective January 4, 2003.

Employees who retire with an effective date between September 1, 2002, and June 30, 2003, shall receive a retroactive increase of four percent (4%); this four percent increase shall cover the period from September 1, 2002, through January 3, 2003, as appropriate.

Addition of Step 6 to the District Salary Schedules

Effective July 1, 2002, the District shall provide a 6<sup>th</sup> step on the District salary schedules for eligible employees. The hourly wage rates for step 6 shall

06/27/02 – S4 Page 1 of 2

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DR. PHILIP R. DAY, JR., CHANCELLOR

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represent two-and-one-half percent (2.5%) over the existing hourly wage rates for step 5 of the District salary schedules. Eligible employees are those full-time employees with twenty-five (25) or more years of service as of July 1, 2002, or thereafter, provided that the five (5) most recent years of service have been with the District.

#### Additional Holidays

Employees shall be granted additional holidays on December 26, 27, 30, and 31, 2002. (In Fiscal Year 2001-2002, Employees were granted additional holidays on December 26, 27, 28 and 31, 2001.)

#### Designated Days Off

Employees shall be granted on a one-time, non-precedent-setting, basis three additional designated days off in Fiscal Year 2002-2003 as follows: July 5, 2002, December 23, 2002, and December 24, 2002.

#### Compensatory Time

Full-time, full-year employees shall be granted forty (40) hours of compensatory time (bonus paid time off) in Fiscal Year 2002-2003.

#### Pay Equity Adjustments

The Board of Trustees authorizes the Administration in its discretion to provide each eligible classification a pay equity adjustment effective January 4, 2003, or thereafter.

#### Inequity Adjustments

The Board of Trustees authorizes the Administration in its discretion to provide each eligible classification an inequity adjustment effective January 4, 2003, or thereafter.

FURTHER BE IT RESOLVED: That the Chancellor and the Vice Chancellor of Administration and Finance, and/or their designee(s) are hereby authorized and directed to implement this Resolution and to submit any necessary finance resolutions to fund implementation of this Resolution.

Originator: Peter Goldstein





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

S5

DATE: June 27, 2002

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: SPECIAL

Adopting the San Francisco Community College District's Initial Proposal to the Department Chairperson Council for a Successor Collective Bargaining Agreement, After Public Comment (Resolution No: 02062-S5)

## BACKGROUND INFORMATION:

The present Collective Bargaining Agreement between the San Francisco Community College District (District) and the Department Chairperson Council (DCC) will expire on December 31, 2002. On May 30, 2002, by Resolution No. 020530.S1, the Board of Trustees (1) made public the Initial Proposal of the DCC and the Initial Proposal of the District for a Successor Collective Bargaining Agreement, and (2) established June 2002 as the month for the public meeting at which the public would be given the opportunity to comment on the Initial Proposal of the DCC and the Initial Proposal of the District for a Successor Collective Bargaining Agreement. On June 27, 2002, the Board of Trustees solicited advance public response to the Initial Proposal of the DCC and the Initial Proposal of the District for a Successor Collective Bargaining Agreement by placing a special order of business on its agenda for the June 27, 2002, public meeting. Government Code Section 3547 requires in relevant part that (a) all initial proposals of exclusive representatives and of public school employers which relate to matters within the scope of representation shall be presented at a public meeting of the public school employer and thereafter shall be public records, (b) meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer, and (c) after the public has had the opportunity to express itself, the public school employer shall, at a meeting which is open to the public, adopt its initial proposal.

## RECOMMENDATION:

**RESOLVED:** That the Board of Trustees hereby adopts the District's Initial Proposal to the DCC for a Successor Collective Bargaining Agreement (Attachment A).

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### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR



Originator: Peter Goldstein  
with Steve Hale

**San Francisco Community College District  
Board of Trustees**

**INITIAL PROPOSAL**

**for a Successor Collective Bargaining Agreement  
Calendar Years 2003, 2004, and 2005**

**Department Chairperson Council**

The present collective bargaining agreement between the parties consists of 22 Articles and eight Appendices. The Board of Trustees proposes that all Articles and Appendices, including any amendments in effect as of the date of this initial proposal, continue unchanged in the successor collective bargaining agreement, excluding (a) Articles and Appendices requiring date changes to coincide with the duration of the successor collective bargaining agreement, (b) Articles and Appendices requiring the deletion of obsolete language and re-numbering, and (c) the following Articles and Appendices which shall be amended through the negotiations process to address the issues identified below:

**ARTICLE 8, EVALUATION**

Explore the feasibility of developing a comprehensive schedule of Routine Evaluations of Department Chairpersons.

**ARTICLE 12, ELECTION/SELECTION OF DEPARTMENT CHAIRPERSONS**

Eliminate Article F, Section G, noting the elimination of that subsection effective Academic Year 2001-2002.

Eliminate Article H, Section 3, pertaining to a trial voting procedure, effective Academic Year 2001-2002, for departments with fewer than six full-time faculty eligible to serve and for Cross-curricular departments.

**ARTICLE 15, STIPENDS**

Increase to be negotiated according to reasonable comparative criteria and District's ability to pay.

**APPENDIX A, CITY COLLEGE OF SAN FRANCISCO DEPARTMENTS**

Review and revise department names, as appropriate.

**RIGHT TO AMEND**

The Board of Trustees reserves its right to amend its Initial Proposal.





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 27, 2002

**S6**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: SPECIAL**

**Approval of new courses recommended by  
the College Curriculum Committee (01/30/02 –  
04/24/02).**

**(Resolution No. 020627-S6)**

## BACKGROUND INFORMATION:

Board Policy 6.03 provides that "all associate degree credit courses, nondegree credit courses and noncredit courses are to be recommended by the College Curriculum Committee which is established in accordance with state law. Any courses which are properly recommended may be implemented only after the recommendation is adopted by the Board of Trustees."

Since January 30, 2002, the College Curriculum Committee has approved 47 new courses, including changes due to the merger of the Hotel & Restaurant Department and the Hospitality Department. A list of these courses is attached to this resolution. Board of Trustees approval is sought so that the college may offer these courses.

## RECOMMENDATION:

**RESOLVED:** That the attached list of new courses approved by the College Curriculum Committee between January 30, 2002 and April 24, 2002 is hereby approved by the Board of Trustees of the San Francisco Community College District, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Brian E. Ellison, Originator

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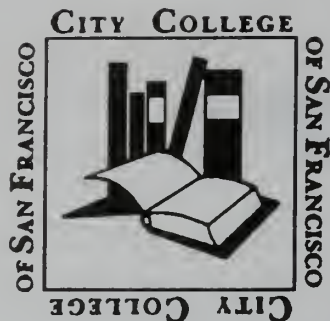
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DR. PHILIP R. DAY, JR., CHANCELLOR





# COLLEGE CURRICULUM COMMITTEE

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## ACTIONS OF THE COLLEGE CURRICULUM COMMITTEE

### SPRING 2002

#### NEW PERMANENT COURSES

- |              |   |
|--------------|---|
| #02-01-30-01 | Computer and Information Science Department, CIS 169A "Unix System Administration" (3 units)                  |
| #02-01-30-02 | Computer and Information Science Department, CIS 169B "Unix Network Administration" (3 units)                 |
| #02-01-30-03 | Computer and Information Science Department, CIS 110J "Intro to Programming/Java" (3 units)                   |
| #02-01-30-04 | Computer and Information Science Department, CIS 145 "Advanced Java Programming" (3 units)                    |
| #02-01-30-24 | Hotel and Restaurant Operation Department, CAHS 244 "Foods & Fitness" (3 units)                               |
| #02-01-30-25 | Hotel and Restaurant Operation Department, CAHS 245 "Food Study I" (3 units)                                  |
| #02-01-30-26 | Hotel and Restaurant Operation Department, CAHS 246 "Food Study II" (3 units)                                 |
| #02-01-30-27 | Hotel and Restaurant Operation Department, CAHS 247 "Food and Culture" (2 units)                              |
| #02-01-30-57 | Hospitality Department, CSST 9631 "American Cooks Training" (Noncredit)                                       |
| #02-01-30-61 | Hospitality Department, CSST 9636 "Introduction to Hospitality Industry" (Noncredit)                          |
| #02-01-30-63 | Hospitality Department, CSST 9638 "Chinese Cooks Training" (Noncredit)  |
| #02-01-30-65 | Hospitality Department, CSST 9641 "Introduction to Banquet Service" (Noncredit)                               |
| #02-01-30-67 | Hospitality Department, CSST 9635 "Food Technology and Dining Services" (Noncredit)                           |
| #02-01-30-69 | Hospitality Department, CSST 9639 "Introduction to Food Preparation" (Noncredit)                              |
| #02-02-27-02 | Health Care Technology Department, HCT 103 "Terrorism and Health Issues" (1 unit)                             |
| #02-02-27-10 | Computer and Information Science Department, CIS 361 "Managing Window Networks" (3 units)                     |
| #02-03-13-08 | Computer and Information Science Department, CIS 334 "Advanced Routing" (3 units)                             |
| #02-03-13-13 | Labor Studies Department and Music Department, LABR 98A/MUS 48A "Beginning Labor Heritage Chorus" (1 unit)    |
| #02-03-13-14 | Labor Studies Department and Music Department, LABR 98B/MUS 48B "Intermediate Labor Heritage Chorus" (1 unit) |

- #02-03-13-15 Labor Studies Department and Music Department, LABR 98C/MUS 48C "Advanced Labor Heritage Chorus" (1 unit)
- #02-03-13-16 Health Science Department, HLTH 83 "Addiction Treatment Skills" (2 units)
- #02-03-13-18 Health Science Department, HLTH 5500 "HIV/AIDS: Current Issues" (Noncredit)
- #02-04-24-15 Engineering and Technology Department, CAD 188 "Advanced Computer Aided Drafting – Customizing and AutoLISP" (2 units)
- #02-04-24-16 Engineering and Technology Department, CAD 192 "Advanced Computer Aided Drafting – CAD Based Multimedia" (2 units)
- #02-04-24-23 Health Science Department, HLTH 5113 "Childcare Asthma Health Ed." (Noncredit)
- #02-04-24-30 Administration of Justice/Fire Science Department, ADMJ 108 "Arrest and Control Training" (1 unit)
- #02-04-24-31 Administration of Justice/Fire Science Department, ADMJ 109 "Booking and Detention" (0.5 unit)
- #02-04-24-32 Administration of Justice/Fire Science Department, ADMJ 110 "Basic Investigations" (4 units)
- #02-04-24-33 Administration of Justice/Fire Science Department, ADMJ 111 "Domestic Violence Investigation" (2 units)
- #02-04-24-44 Biological Sciences Department, BTEC 21 "Basic Mammalian Cell Culture" (1 unit)
- #02-04-24-45 Biological Sciences Department, BTEC 22 "Immunoassay: ELISA" (1 unit)
- #02-04-24-46 Biological Sciences Department, BTEC 24 "Introduction to PCR" (0.5 unit)

### **NEW EXPERIMENTAL COURSES**

- #02-02-27-03 Mathematics Department, MATH EX "Basic Mathematics" (3 units)
- #02-04-10-01 English as a Second Language Department, ESLF 3585 "Accelerated Grammar" (Noncredit)
- #02-04-10-02 English as a Second Language Department, ESLF 3790 "Telling Stories for ESL Students" (Noncredit)

### **NEW UMBRELLA COURSES**

- #02-04-10-03 Interdisciplinary Studies Department, IDST 80-81 "Diversity and Social Justice" (0.5, 1 unit)
- #02-04-24-21 Physical Science Department, P SC 12 "Physical Science Lab" (1 unit)

### **NEW TOPICAL COURSES**

- #02-01-30-14 English Department, ENGL 48-O "Selected Topics: Biography" (3 units)
- #02-01-30-15 English Department, ENGL 49-O "Selected Topics: Biography" (3 units)
- #02-03-13-17 Health Science Department, HLTH 91C "Hepatitis ABC's" (1 unit)
- #02-04-10-04 Interdisciplinary Studies Department, IDST 80A "Diversity: Racism" (0.5 unit)

- #02-04-10-05 Interdisciplinary Studies Department, IDST 81B "Diversity: Anti-Semitism/Anti-Arabism" (1 unit)
- #02-04-10-06 Interdisciplinary Studies Department, IDST 80C "Diversity: Sexism" (0.5 unit)
- #02-04-10-07 Interdisciplinary Studies Department, IDST 80D "Diversity: Heterosexism" (0.5 unit)
- #02-04-10-08 Interdisciplinary Studies Department, IDST 80E "Diversity: Ableism" (0.5 unit)
- #02-04-10-09 Interdisciplinary Studies Department, IDST 80F "Diversity: Classism" (0.5 unit)
- #02-04-24-22 Physical Science Department, P SC 12A "Phys. Science Lab for Teachers" (1 unit)





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 27, 2002

S7

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: SPECIAL**

Adopting the Report of the Public Meeting/Public Records Advisory Committee; Directing the Chancellor to Implement the Recommendations within the Report; Expressing Gratitude to Members of This Advisory Committee  
(Resolution No. 020627-S7)

**BACKGROUND INFORMATION:**

On October 25, 2001, the Board of Trustees adopted Resolution # 011025-S2. This resolution addressed the issue of whether the San Francisco Community College District should adopt the City & County of San Francisco's Sunshine Ordinance. It further noted that ambiguities existed if the Ordinance were to be applied to the College, and that such ambiguities should be resolved prior to any consideration of adopting the Sunshine Ordinance in its entirety. The Board reaffirmed its commitment to the principle of openness as related to conducting the business of the public and to the right of the people to know about the activities of College representatives in conducting the mission of the College. The Board declared its recognition that access to public meetings and public information is vital to ensuring full participation of the public in the workings of the College. Most significantly, it directed the Chancellor to establish a public meeting/public records advisory committee to review existing College practices and procedures in the areas of public meetings and public records and to advise the Chancellor as to options for increasing opportunities for public participation.

The Chancellor responded by appointing such a committee. The membership of this committee is as follows:

- Hilda Bernstein, Chairperson – San Francisco City & County Sunshine Ordinance Task Force
- Terry Francke, General Counsel – California First Amendment Coalition
- Joshua Koltun, Attorney – Member, San Francisco City & County Sunshine Ordinance Task Force

**BOARD OF TRUSTEES**

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DR. PHILIP R. DAY, JR., CHANCELLOR



- Ronald Lee, General Counsel – San Francisco Community College District
- Virginia Riegel, Staff Counsel – State Board of Governors, California Community Colleges
- D. Dorji Roberts, Deputy City Attorney of City Attorney's Office – City & County of San Francisco
- Joshua Weinstein, Attorney – Judicial Council of California

With Chancellor Day presiding, the Committee met four times: February 25, 2002; March 19, 2002; April 23, 2002; and May 8, 2002. The City & County's Sunshine Ordinance was discussed at great length. The Ordinance was compared with the Brown Act and the Public Records Act. Costs, training of staff, enforcement, and staffing requirements were addressed. It was noted that the College is different in one major aspect in that it is required to respect student records pursuant to Federal Law – the Family Educational Rights & Privacy Act (FERPA). The College Board meetings are also governed by portions of the Education Code, not just the Brown Act as contained in the Government Code. The College's current policies also demonstrate that members of the public have detailed rights to address the Board at its Board meetings.

The Public Meeting/Public Records Advisory Committee ultimately adopted a Report at its last meeting on May 8, 2002, by a unanimous vote of those members present.

#### **RECOMMENDATION:**

**RESOLVED:** That the Board of Trustees of the San Francisco Community College District hereby adopts the Report of the San Francisco Community College District Public Meeting/Public Records Advisory Committee dated May 8, 2002, a copy of which is included with this resolution;

**FURTHER BE IT RESOLVED:** That the Board directs the Chancellor to take those steps necessary to implement the recommendations contained within said Report;

**AND FURTHER BE IT RESOLVED:** that the Board expresses its Gratitude to the members of the Public Meeting/Public Records Advisory Committee for their time and thoughtfulness in meeting and considering how the District can best serve the needs of its students and the public at large.

Originator: Ronald Lee



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 27, 2002 **S8**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: SPECIAL**  
**Recommended Salary and related terms and**  
**conditions of employment for Academic**  
**Management Employees for fiscal Year 2002-2003.**  
**(Resolution No. 020627-S8)**

## BACKGROUND INFORMATION:

Salaries for Academic Management Employees for fiscal year 2002-2003 have been provided for in Resolution 000928-S4 that details the provision of the 'formula' for allocating funds. The resolution presented below modifies the provisions of Resolution 000928-S4 for the fiscal year 2002-2003 to reflect the fiscal condition of the budget for fiscal year 2002-2003. These modifications are consistent with modifications that other employee groups have agreed to.

## RECOMMENDATION:

**RESOLVED:** That the Board of Trustees modifies Resolution-000928-S4 and thereby adopts amended wage rates and other terms and conditions of employment of Academic Management Employees for Fiscal Year 2002-2003 as follows:

1. Wage rates for Academic Management Employees shall be increased by 2% effective January 1, 2003. In the event that the State Cost of Living Adjustment (COLA) for 2002-2003 is less than 2%, the difference between COLA and 2% shall be considered an advance on Formula Revenue for 2002-2003 and applied according to the provisions of Resolution 00928-S4. Such formula calculations effective June 30, 2003 will not result in a negative number when applied according to the provisions of 000928-S4.
2. Academic Management Employees who terminate their employment with the San Francisco Community College District, with the intent to retire, with an effective date between July 1, 2002 and June 30, 2003 inclusive, shall receive a retroactive increase in wage rates equivalent to two percent (2%). This retroactive increase in wage rates shall cover the period from July 1, 2002 through December 31, 2002, as appropriate.

06/27/02 – S8 page 1

### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

3. Academic Management Employees shall be provided, on a one-time, non-precedent-setting basis, three additional designated days off in Fiscal Year 2002-2003 as follows: July 5, 2002, December 23, 2002, and December 24, 2002.
4. Academic Management Employees shall be granted additional holidays on December 26, 27, 30, and 31, 2002. (In Fiscal year 2001-2002 Academic Managers were granted additional holidays on December 26, 27, 28 and 31, 2001.)
5. Other provisions of Resolution 000928-S4 shall remain in effect as they related to "new revenues" available for distribution.

**FURTHER BE IT RESOLVED:** That the Chancellor and the Vice Chancellor of Administration and Finance, and/or their designee(s) are hereby authorized and directed to implement this Resolution and to submit any necessary finance resolutions to fund implementation of this Resolution.

Originator: Chancellor Philip R. Day, Jr.





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 27, 2002

**S9**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: SPECIAL**

**Approving Guidelines for the Independent Citizens'  
Bond Oversight Committee Formed Due to the  
Passage of Proposition A, the District's Bond  
Election  
(Resolution No. 020627-S9)**

## **BACKGROUND INFORMATION:**

The Consolidated Municipal Election in the City and County of San Francisco on November 6, 2001 included Proposition A, authorizing the San Francisco Community College District to borrow \$195,000,000 by issuing general obligation bonds. At the January 24, 2002 Board meeting, the Board adopted Resolution 020124-S3, which, among other enactments, declared that the Bond Measure (Prop. A) had passed and further authorized the Chancellor to take steps to recommend to the Board a independent Citizens' Oversight Committee. The Board action at the January meeting also triggered the start of the 60-day period for the Board to establish and appoint members to such a committee as provided for in Education Code Sections 15278, 15280, and 15282. The statutes provide that this committee shall consist of at least seven members to serve for a term of two years without compensation and for no more than two consecutive terms.

On February 28, 2002, the Board of Trustees adopted resolution 020228-S6 which established and appointed members to such a Committee. The Committee met on June 11, 2002. Bond Counsel from the firm of Sidley Austin Brown & Wood, LLP has advised the District that the Board of Trustees must adopt a set of operational guidelines for this Committee. Such guidelines were drafted by Bond Counsel and were also reviewed by the Committee at its first meeting.

## **RECOMMENDATION:**

**RESOLVED:** That the Board of Trustees of the San Francisco Community College District hereby approves the Operation Guidelines (as attached) to be utilized by the Independent Citizens' Bond Oversight Counsel;

6/27/02 – S9 page 1

### **BOARD OF TRUSTEES**

RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG  
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DR. PHILIP R. DAY, JR., CHANCELLOR



AND FURTHER BE IT RESOLVED: That the Chancellor and/or other persons so designated by the Chancellor are hereby authorized to take any steps necessary to ensure that such Guidelines are effectively implemented.

Originators: Dr. Philip R. Day, Jr.  
Ronald Lee

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
2001 PROPOSITION A GENERAL OBLIGATION BOND  
CITIZENS OVERSIGHT COMMITTEE  
STATEMENT OF DISTRICT GUIDELINES**

On November 7, 2000, California voters approved a proposition adding Section 1(b) (3) to Article XIII A of the Constitution of the State of California (together with related provisions of the Education Code including Chapter 1.5 of Title 1, Division 1, Part 10 of such Code, "Proposition 39") Proposition 39 provides that the governing board of a community college district may pursue the authorization and issuance of general obligation bonds upon approval by 55 percent vote of the electorate. As a component of Proposition 39, language was added to the Education Code requiring community college districts passing a bond measure designated as a Proposition 39 bond measure to establish a Citizens' Oversight Committee to inform the public concerning the expenditure and uses of bond revenues. The San Francisco Community College District (the "District") submitted a Proposition 39 bond measure ("Proposition A") to the voters of the District on November 6, 2001. On January 24, 2002 the Board of Trustees (the "Board") of the District declared that Proposition A had been approved by more than 55% of the voters in the District. By resolution adopted on February 28, 2002, the District established its Citizens' Oversight Committee (the "Committee") in accordance with the requirements of Proposition 39.

**1. Committee Selection and Composition**

[The Committee shall be comprised of individuals who either live or work within the boundaries of the District.] The Chancellor or his/her designee shall solicit applications for membership on the Committee, and in the event the number of applicants exceeds the number of spaces available, shall conduct interviews of interested citizens and make recommendation for appointment to the Board. The Board shall have the authority at its sole discretion to select and appoint the Committee. All Committee members shall be appointed by Resolution of the Board.

The Committee shall consist of at least seven members, but the Board shall determine the final size of the Committee. Initially, the Board has determined that the Committee shall be composed of fifteen members.

**A. Proposition 39 Requirements.** Pursuant to Proposition 39, the Committee shall have at least seven members and shall include the following community residents:

1. One member shall, at the time of appointment, be active in a business organization representing the business community of the District;
2. One member shall, at the time of appointment, be active in a senior citizens organization, which may be a local, regional, statewide or national organization;
3. One member shall, at the time of appointment, be active in a bona fide taxpayers organization, which may be a local, regional, statewide or national organization;

4. One member shall, at the time of appointment, be a student who is both currently enrolled in the District and active in a community college group, such as student government. The community college student member may, at the discretion of the Board, serve up to six months after his or her graduation.
5. One member shall, at the time of appointment, be active in the support and organization of the District, such as a member of an advisory council or foundation.

A single individual may be appointed as a representative of more than one of the above categories, if applicable.

B. Additional Committee Members. In addition to the Committee members required by Proposition 39, the District has committed to include the following community residents as additional members of the Committee ("additional members"):

[list to be provided by District]

The Board may determine to change the number or composition of the additional members of the Committee; provided, however, that no member of the Committee shall be removed from the Committee prior to the expiration of his/her term solely because of such a change in Board policy with respect to additional members.

C. Restrictions on Membership. No employee or official of the District shall be appointed to the Committee. Additionally, no vendor, contractor, or consultant of the District shall be appointed to the Committee.

After appointment to a two-year term, Committee members who wish to be appointed for a second two-year term shall reapply to the Board for consideration. In order to provide continuity on the Committee, up to but no more than eight of the current Committee members may be appointed for a second two-year term. The term of the initial members of the Committee shall expire on February 28, 2004.

## 2. Replacing a Committee Member

A new Committee member will be named by the Board if one or more of the following events occurs:

- A. The Committee member submits a written resignation;
- B. The Committee requests a member be removed for cause; including non-attendance at meetings and/or violating the Code of Conduct (defined herein);
- C. The Student Committee member has served six months past graduation.

An individual who replaces such a member shall serve until the completion of the original member's term. Thereafter, the replacement member must apply for an additional term if s/he wishes to remain on the Committee.



A Committee member who no longer serves as a representative of the designated group s/he was appointed to represent (e.g., ceases to be active within a taxpayers organization, or ceases to have a child enrolled in the District) shall be allowed to complete his/her term. However, that Committee member shall not be entitled to serve a subsequent term as a representative of the designated group.

Within sixty (60) days of being notified of a vacancy in the Committee required to be filled by Proposition 39, the Board will appoint a new member to complete the term of the vacant seat on the Committee following the process used to select the original Committee members. As soon as practicable after being notified of a vacancy in the Committee not required to be filled by Proposition 39, the Board will appoint a new member to complete the term of the vacant seat on the Committee following the process used to select the original Committee members.

### 3. Committee's Purpose

The purpose of the Committee is to inform the public concerning the expenditure and uses of bond revenues. The Committee shall actively review and report on the expenditure of taxpayers' money for school construction. The Committee shall convene to provide oversight of the following:

- A. Ensuring that Proposition A bond revenues are expended only for the purposes described in Proposition A which includes the ballot measure and the General Bond Project Report; and
- B. Ensuring that, as prohibited by Article 13A, section 1, subdivision (b)(3)(A) of the California Constitution, no funds are used for any teacher and administrative salaries or other school operating expenses.

### 4. Permitted Committee Activities

The Committee *may engage* in the following activities in furtherance of its purpose:

- A. Receiving and reviewing copies of the annual performance audits required by Article 13A, section 1, subdivision (b)(3)(C) of the California Constitution.
- B. Receiving and reviewing the annual financial audits required by Article 13A, section 1, subdivision (b)(3)(D) of the California Constitution.
- C. Inspecting school facilities and grounds to ensure that Proposition A bond revenues are expended in compliance with the requirements of Article 13A, section 1 subdivision (b)(3) of the California Constitution.
- D. Receiving and reviewing copies of any deferred maintenance proposals or plans developed by the District, including any reports required by Education Code Section 17584.1.
- E. Reviewing efforts by the District to maximize Proposition A bond revenues by implementing cost-saving measures including, but not limited, to the following:



1. mechanisms designed to reduce the costs of professional fees;
2. mechanisms designed to reduce the cost of site preparation;
3. recommendations regarding the joint use of core facilities;
4. mechanisms designed to reduce costs by incorporating efficiencies in school site design;
5. recommendations regarding the use of cost-effective and efficient reusable facility plans.

Committee members shall be expected to attend regularly scheduled meetings of the Committee, diligently review all pertinent information provided to the Committee pursuant to state laws and abide by any rules of conduct for Committee members established by the Board and/or the Committee (the "Code of Conduct"). The Committee shall establish its initial Code of Conduct at its second meeting.

5. Limitations on Committee Role

As noted in Section 3, the Committee's purpose is to inform the public concerning the expenditure of Proposition A bond revenues.

Except as may be required by a Committee members duties as a public official for the City and County of San Francisco, the Committee will not be required or have the authority to:

- A. Participate in the bond sale and issuance process or make decisions concerning the timing, terms or structure of a bond issuance, except that the Committee may review the District's plans for any bond sale and may review bond issuance documents upon the conclusion of a bond sale if desired;
- B. Determine the specific projects on which Proposition A bond funds may be spent;
- C. Determine the priority of projects on which Proposition A bond funds are spent;
- D. Select contractors or consultants for Proposition A bond projects;
- E. Participate in the negotiation or bid process for such contractors and consultants or determine the legal sufficiency of such negotiation or bid process, except that the Committee may review the bid selection process and documents related thereto upon completion of any such selection;
- F. Enter or inspect a job site or construction project except as provided in a written process approved by the Board. The frequency and timing of all such approved visits will be within the sole discretion of the Chancellor or his/her designee; provided, however, that access to job sites or construction projects will not be unreasonably withheld. Visits to job sites require that the Committee member(s)

be accompanied by a representative of the District and require that all safety measures in effect at the job site be followed;

- G. Contact District contractors or consultants, including without limitation, accountants, auditors, architects, financial advisors and legal counsel except as provided in a written process approved by the Board.
- H. Require the District to prepare reports or conduct audits more frequently than those required by law. The District may voluntarily provide more frequent audits or reports.
- I. Require the District to prepare reports or audits with greater detail than those required by law. The District may voluntarily provide more detailed audits or reports.

#### 6. Committee Operations

The Committee shall annually select a chairperson and vice-chairperson, and Committee decisions will be made by majority vote. A secretary for the Committee will be provided by the District.

The Committee shall meet at least semi-annually, and Committee members shall be available to attend Board meetings when performance and financial audits are presented. The Chancellor or his/her designee shall attend Committee meetings. Members of the Board shall attend as necessary or desirable.

The Committee's meetings are subject to the Ralph M. Brown Act. Gov. Code, § 54950 *et seq.* Meetings shall be open to the public and noticed in the same manner as proceedings of the Board. Minutes of Committee proceedings and all documents received and reports issued shall be a matter of public record and the District shall make all documents and minutes available on the District's Internet website.

Committee members shall be subject to prohibitions regarding incompatibility of office pursuant to Government Code sections 1125-1129 and financial interest in contracts pursuant to Government Code sections 1090-1098.

The Board shall, without expending Bond funds:

- 1. provide the Committee with any necessary technical assistance;
- 2. provide administrative assistance in furtherance of the Committee's purpose; and
- 3. provide the Committee with sufficient resources to publicize the Committee's conclusions.

[The Committee shall be entitled to legal representation by District legal counsel or at District expense pursuant to guidelines to be established by the Board.]

The Committee shall prepare regular reports on Committee activities. A report shall be issued at least once each year. Upon completion of all bond projects, the Committee shall prepare a final written report summarizing its activities and conclusions.

Legal Reference

EDUCATION CODE

§§ 15278-15288

GOVERNMENT CODE

§ 54950 et seq.

§§ 1125-1129

§§ 1090-1098

CALIFORNIA CONSTITUTION

Art. XIII A, section 1(b)

Art. XVI, section 18 (b)

**DATE:** June 27, 2002

**FOR INFORMATION ONLY  
NO ACTION NECESSARY**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY  
Report on contracts under \$15,000,  
Office of Facilities Planning, City College of San Francisco  
(020627-Bxx)**

**BACKGROUND INFORMATION:**

This report is for information only as authorized by Resolution 000525-B5 regarding construction contracts that are no more than \$15,000, and to be reviewed by Board Trustees as required by the Education Code Section 81656.

**SAMPLE:**

1. **Merdian Survey (Civil Surveyor)** – Ocean Avenue Campus, Parking Lot B, Resurfacing Project. Contract total \$6,000.00, 1997 General Obligation Bond. For Consultant to provide a civil survey and drawing of parking lot B. Parking Lot B is located off Ocean Avenue next to the practice field.

Peter Goldstein, Originator  
W/ David Liggett



1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the transparency and accountability of the organization. This section also outlines the various methods used to collect and analyze data, ensuring that the information is reliable and up-to-date.

2. The second part of the document focuses on the implementation of the proposed changes. It details the steps involved in the transition process, from the initial planning phase to the final execution. This section also addresses the potential challenges that may arise during the implementation and provides strategies to overcome them.

3. The third part of the document discusses the impact of the proposed changes on the organization's overall performance. It highlights the expected benefits, such as increased efficiency and cost savings, and provides a detailed analysis of the potential risks. This section also includes a timeline for the implementation of the changes and a list of the key personnel responsible for each stage of the process.

4. The fourth part of the document provides a summary of the findings and conclusions. It reiterates the importance of the proposed changes and the need for continued monitoring and evaluation. This section also includes a list of recommendations for future research and a final statement of the author's conclusions.

FOR INFORMATION ONLY

Honorable Board of Trustees of the  
San Francisco Community City College District

Subject: Report on grant activity from May 31 – June 27, 2002 facilitated by the  
Office of Research, Planning and Grants, City College of San Francisco  
(CCSF)

This report is for information only on grant activity facilitated by the Office of  
Research, Planning and Grants, May 31 – June 27, 2002.

Alameda County Children and Families Commission

The California Early Childhood Mentor Program, a 70-college consortium administered by CCSF, submitted an application to the Alameda County Children and Families Commission for the Enhanced Mentor Program. The request for \$99,900 will support the Alameda County Enhanced Mentor Program in its efforts to recruit and train additional mentors; increase access to practicum courses; and improve retention through professional development, linkages with compensation and other supports. The grant is for the period of July 1, 2002 through June 30, 2003. There is no in-kind match or additional space required. CCSF serves as the fiscal agent.

California Community Colleges Chancellor's Office – Fund for Instructional  
Improvement (FII)

City College of San Francisco submitted a proposal to the State Chancellor's Office for FII funds focused on promoting nontraditional instruction that both offers students increased experiential learning opportunities and fosters the development of interpersonal skills. The CCSF's Office of Mentoring and Service Learning will lead this effort to expand Project SHINE and develop a pilot of articulated, second-stage curricula called BEAMS (Building Education Around Meaningful Service). Activities will include creating new curricula for three second-stage courses that integrate service-learning; offering a series of service-learning opportunities for students; and documenting and disseminating the model. The request is for \$20,000 for one year (2002-2003). No additional district funds or space are required.

California Community Colleges Chancellor's Office – Funds for Student Success  
(FSS)

The Center for Student Success (000831-B23, 011025-B-6D) received an extension on its original grant from the State Chancellor's Office until December 31, 2002. The Center for Student Success is a consortium of community colleges and the RP (Research and Planning) Group of California Community Colleges. This consortium addresses the needs of both participating colleges as well as other colleges to meet

the Partnership for Excellence target areas including course success, transfer, basic skills degrees and certificates and workforce education. The project will not exceed the original total of \$281,840. No additional space or match is required.

#### California Community Colleges Chancellor's Office – Fund for Student Success (FSS)

The State Chancellor's Office approved CCSF's request for an extension on our FSS-funded project, "Curriculum Design and Follow-up for Teacher Preparation in Math and Science," (000831-B25, 010831-B23). This project addresses teacher shortages in math and science by adapting curricula to be more hands-on, thus making coursework more exciting and less intimidating. Activities include developing new math and science courses for students interested in teaching; offering student field experiences at Mission Science Workshop; and establishing a system for tracking and evaluating participants in these activities. The project works to engage students typically underrepresented in these areas of teaching (women, Latinos, African-Americans, the disabled). The project will continue until July 31, 2003 and will not exceed the original total of \$31,210. No additional space or match is required. The San Francisco Unified School District and San Francisco State University are our partners.

#### Miriam and Peter Haas Fund

The San Francisco Early Childhood Career Resources Project will continue its services through an additional \$246,636 from the Miriam and Peter Haas Fund. Through this project, CCSF's Child Development and Family Studies Department will continue to address the demonstrated need for professional development and training opportunities for a diverse early childhood workforce. The project will run from July 1, 2002 through June 30, 2003. There is no in-kind match required.

#### San Francisco Department of Children, Youth and their Families

CCSF's Child Development and Family Studies Department will continue delivery of the Family Child Care Training Institute with additional support from the San Francisco Department of Children, Youth and their Families. Funding in the amount of \$150,000 will cover services between July 1, 2002 and June 30, 2003. CCSF will continue to offer family child care providers in San Francisco a three-unit, credit course on Family Child Care Accreditation and a Training of Trainers. The Department will also hold a conference in San Francisco specifically for family care providers. There is no in-kind match required.

#### San Francisco Department of Public Health

City College of San Francisco will receive \$7,014 through a sub-recipient agreement with San Francisco State University for Community Health Works, an inter-segmental collaboration between CCSF's Health Science Department and the Department of Health Education at San Francisco State University. Funds will support two instructors in the Drug and Alcohol Certificate Program which prepares students to become counselors with strong competencies in drug and alcohol

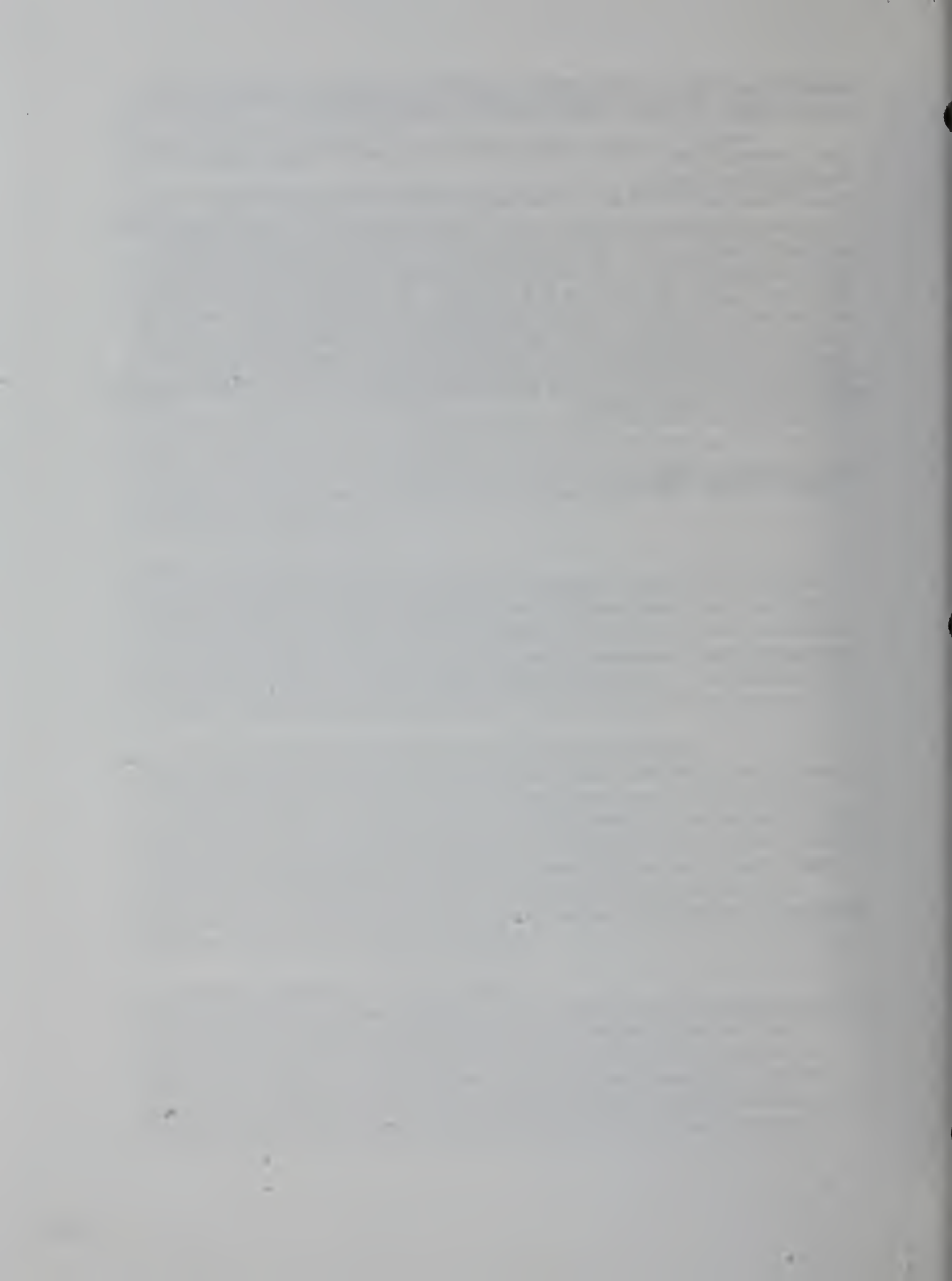
addiction, prevention and treatment. The agreement is for July 1, 2002 through June 30, 2003. There is no district match or space required.

San Francisco Mayor's Office of Community Development – San Francisco Small Business Commission

Board Resolution 010531-B27 previously authorized the Mayor's Office of Community Development (MOCD) grant to the Small Business Development Center for the period July 1, 2001 to June 30, 2002. The MOCD amended the original amount approved for this grant (\$65,000) to \$48,750 for the period of October 1, 2001 through June 30, 2002 due to a late start. The MOCD is now retroactively supplementing the grant by an additional \$80,000, for a total of \$145,000 granted (\$128,750 in actual total funds). The San Francisco Small Business Commission offers this supplemental MOCD funding from the Mayor's Office of Economic Development funds. Funds will be spent by December 31, 2002. There is no district match required for this funding.

Kristin Hershbell, Originator





FOR INFORMATION ONLY

Honorable Board of Trustees of the  
San Francisco Community City College District

Subject: Report on contracts under \$50,000, Office of Contract Education,  
City College of San Francisco, June 2002

This report is for information only on contracts that the Office of Contract Education negotiated or amended for under \$50,000 in May 2002.

- PowerUp – Contract total \$2,180, term June 10, 2002 to June 14, 2002, for providing computer training and lab usage.

Originator: Judy Teng



INFORMATION REPORT  
NO ACTION NECESSARY

**DATE:** June 27, 2002  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: Chancellor's Report  
Academic Employees  
Acceptance of Resignation  
with the Intent to Retire  
(020627 – RPT)**

The following academic employees have submitted, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Berard, Raymond J.	Full-time	Trade Skills	John Adams	07/01/02
Greene, Philip D.	Full-time	Film	Phelan	05/24/02
Holden, Myrna	Full-time	Student Health	Phelan	05/24/02
Liu, Chelcie	Full-time	Physics	Phelan	05/24/02
Moss, George D.	Full-time	Social Sciences	Phelan	06/19/02

The following part-time academic employees have notified us of their intention to resign, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Murry, Robert L.	Part-time	Apprenticeship	Evans	05/24/02
Tchikovani, Georges	Part-time	Foreign Languages	Phelan	06/07/02

Originator: Clara Starr





INFORMATION REPORT  
NO ACTION NECESSARY

**DATE:** June 27, 2002

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** Chancellor's Report  
Academic Employees  
Acceptance of Resignation  
(020627 – RPT)

The following academic employees have submitted, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Cerwin, Stacey	Full-time	English	Phelan	05/24/02

The following part-time academic employees have notified us of their intention to resign, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Fox, Rachelle	Part-time	DSPS	Phelan	05/24/02
Gathegi, John N.	Part-time	Library Information Technology	Phelan	05/24/02
Howard, Hugh H.	Part-time	Geography	Phelan	12/22/00

Originator: Clara Starr

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